



Missouri Southern State College

1974-1976 CATALOG

1974

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COLLEGE CALENDAR

1974 - 1976

SUMMER SESSION -- 1974

May 30	Evening Registration
May 31	Day Registration
June 3	Classes Begin
June 7	Last Day for Class Changes and Late Registration
July 2	Withdrawal After This Date No Refund of Fees
July 4	4th of July Holiday
July 10	Last Day to Drop Courses with "W"
July 26	Summer Session Ends

FIRST SEMESTER -- 1974-1975

August 21	Faculty Study Conference
August 22-23	Day Registration
August 22	Evening Registration
August 26	Classes Begin
August 30	Last Day for Class Changes
September 2	Dismissal for Labor Day
October 18	Mid-semester (D&F Grades are due Friday, October 18 by 5:00 p.m.)
October 25	Withdrawal After This Date No Refund of Fees
November 11	Dismissal For Veterans Day
November 15	Last Day to Drop Courses with "W"
November 15-16	Forensic Tournament (No Classes 3:00-5:00 p.m.)
November 27	(after last class, day and evening) Dismissal for Thanksgiving
December 2	Classes Resume
December 20	End of First Semester

SECOND SEMESTER -- 1974-1975

January 8	Faculty Conference
January 9-10	Day Registration
January 9	Evening Registration
January 13	Classes Begin
January 17	Last Day for Class Changes
February 17	Washington's Birthday Holiday
March 7	Mid-semester (D&F Grades are Due Friday, March 10 by 5:00 p.m.)
March 14	Withdrawal After This Date No Refund of Fees
March 21-22	Music Festival - No Classes
March 24-28	Spring Break
March 31	Classes Resume
April 11	Last Day to Drop Courses with "W"
May 14	Classes End
May 16	Commencement (7:00 p.m.) End of Semester

JUNE						
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1976

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SUMMER SESSION -- 1975

May 29	Evening Registration
May 30	Day Registration
June 2	Classes Begin
June 6	Last Day for Class Changes and Late Registration
July 1	Withdrawal After This Date No Refund of Fees
July 4 (one day only)	4th of July Holiday
July 11	Last Day to Drop Courses with "W"
July 25	Summer Session Ends

FIRST SEMESTER -- 1975-1976

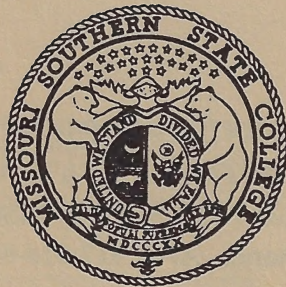
August 20	Faculty Study Conference
August 21-22	Day Registration
August 21	Evening Registration
August 25	Classes Begin
August 29	Last Day for Class Changes
September 1	Dismissal for Labor Day
October 17	Mid-semester (D&F Grades are due Friday, October 17 by 5:00 p.m.)
October 24	Withdrawal After This Date No Refund of Fees
November 11	Dismissal for Veterans Day
November 14	Last Day to Drop Courses with "W"
November 14-15	Forensic Tournament (No Classes 3:00-5:00 p.m.)
November 26	(after last class, day and evening Dismissal for Thanksgiving)
December 1	Classes Resume
December 19	End of First Semester

SECOND SEMESTER -- 1975-1976

January 14	Faculty Study Conference
January 15-16	Day Registration
January 15	Evening Registration
January 19	Classes Begin
January 23	Last Day for Class Changes
February 16	Washington's Birthday Holiday
March 12	Mid-semester (D&F Grades are due Friday, March 12 by 5:00 p.m.)
March 19	Withdrawal After This Date No Refund of Fees
March 19-20	Music Festival - No Classes
April 9	Last Day to Drop Courses with "W"
April 12-16	Spring Vacation
April 19	Classes Resume
May 19	Classes End
May 21	Commencement (7:00 p.m.) End of Semester

Missouri Southern State College

JOPLIN, MISSOURI



OFFERING BACCALAUREATE
AND ASSOCIATE DEGREES

CATALOG OF
General Information and
Announcement of Courses
1974 - 1976

FOREWORD

This catalog presents general information, requirements for admission and graduation, and course offerings for the academic years of 1974-76, beginning June 1, 1974. The register of administrative officers and instructors is for the 1973-74 year. The College reserves the right to amend regulations and change fees when necessary.

The college is guided by and observes the principles that there shall be no difference in the treatment of persons because of race, creed, color or national origin.

CORRESPONDENCE DIRECTORY MISSOURI SOUTHERN STATE COLLEGE JOPLIN, MISSOURI 64801 Telephone: Area 417 624-8100

Admission of students	Director of Admissions
Alumni affairs	Director of Alumni Affairs
Athletic activities	Director of Athletics
Business affairs and purchases	Director of Financial Affairs
Catalog and bulletins	Director of Admissions
Credit evaluation and transcripts	Registrar
Employment, on campus (student part-time)	Office of Financial Aids
Evening session	Coordinator of Evening Session
Faculty appointments	Dean of the College
Financial aids	Office of Financial Aids
Gifts and annuities	President
Housing	Director of Housing
Loans	Office of Financial Aids
Orientation	Dean of Men, Dean of Women
Placement services	Director of Placement Services
Public information	Director of Public Information
Student organizations	Dean of Men, Dean of Women
Summer session	Dean of the College
Testing and counseling	Director of Counseling and Testing
Veterans affairs	Office of Financial Aids

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MISSOURI SOUTHERN STATE COLLEGE

1974 - 1976

BOARD OF REGENTS

Fred Hughes, President 1975
Thomas E. Taylor, Vice-President 1974
*Elvin Ummel, Secretary
Mills H. Anderson 1976
Norval M. Matthews 1977
Jerry E. Wells 1978

BOARD OF TRUSTEES

Fred Hughes, President 1976
Elvin Ummel, Vice-President 1978
Norval M. Matthews, Secretary 1974
Jerry E. Wells 1974
Thomas E. Taylor 1976
Arthur Kungle, Sr. 1978

*Appointed by Board of Regents

ADMINISTRATIVE STAFF

Leon C. Billingsly	President
Paul R. Shipman	Vice President for Business Affairs
Floyd E. Belk	Acting Dean of the College

James K. Maupin	Associate Dean for Technology
Harold Cooper	Chairman, Division of Arts and Sciences
L. Keith Larimore	Chairman, Division of Business Administration
Charles F. Niess	Chairman, Division of Education and Psychology
	Director of Teacher Education

George H. Volmert	Registrar
Richard D. Humphrey	Director of Admissions, Aids and Awards
W. Ralph Winton	Director of Placement and Alumni Affairs
Ronald W. Robson	Director of Public Information
David C. Bingman	Coordinator of Evening Session

Glenn D. Dolence	Dean of Student Personnel Services
Myrna L. McDaniel	Dean of Women
Eugene C. Mouser	Director of Counseling and Testing
Larry K. Karst	Guidance Counselor
Ronald E. Rhea	Assistant in Financial Aids
J. Scott Taylor	Admissions, Aids and Awards Counselor
Bobby L. Martin	Veterans Coordinator
Lloyd L. Dryer	College Psychologist
Irma J. Hartley	College Nurse
Dudley F. Stegge	Director of College Union
Max D. Oldham	Director of Athletics

Elmer E. Rodgers	Head Librarian
Ross C. Snyder	Director of Instructional Media
L. Kathleen Kane	Circulation Librarian
Arlene E. Moore	Reference Librarian
Elizabeth J. Mueller	Processing Librarian
Mary Lou Dove	Periodical Librarian

Harry Castor	Purchasing Agent
John F. Johnson	Personnel Records
Sidney S. Shouse	Controller and Treasurer of the Boards

Robert G. Reeves	Food Service Manager
Howard Dugan	Superintendent of Buildings and Grounds
B. J. Barnes	Mechanical Engineer
Dudley F. Stegge	Bookstore Manager
Dale Mooney	Mail and Duplicating Services Supervisor
Wallace Matthews	Security Supervisor



FACULTY

(The date indicates the first year of service at this college.)

- Leon C. Billingsly** [Professor] **President of the College** 1962
 B.S., Southwest Missouri State College
 M.S., Kansas State College of Pittsburg
 Ed.D., University of Arkansas
- Paul R. Shipman** [Professor] **Vice President for Business Affairs** 1965
 B.S.E., Southwest Missouri State College
 M.S., Kansas State College of Pittsburg
 Ed.D., University of Arkansas
- Roger E. Adams** [Assistant Professor] **Automotive Technology** 1967
 B.S.I.T., Kansas State College of Pittsburg
 M.S., Kansas State College of Pittsburg
 Ed.S., Kansas State College of Pittsburg
- Lawrence R. Albright, II** [Associate Professor] **Chemistry** 1969
 B.S., Northwest Missouri State College
 M.S., University of Nebraska
 Ph.D., University of Nebraska
- Reinaldo M. Alcazar** [Visiting Instructor] **Spanish** 1973
 A.B., Colorado State College
 M.A., University of Colorado
 Ph.D. Candidate, University of Colorado
- Charles S. Allen** [Associate Professor] **Mathematics** 1970
 B.S., Drury College
 M.S., Illinois Institute of Technology
 Ph.D., University of Georgia
- Vernon D. Baiaomonte** [Professor] **Chemistry** 1967
 A.B., Colorado State College
 M.A., Colorado State College
 Ph.D., Indiana University
Head, Physical Science Dept.
- Floyd E. Belk** [Professor] **Acting Dean of the College** 1966
 B.S., Kansas State College of Pittsburg
 M.S., Kansas State College of Pittsburg
 Ed.D., Oklahoma State University
- David C. Bingman** [Assistant Professor] **Coordinator of Evening Session** 1963
 B.S., Kansas State College of Pittsburg
 M.S., Kansas State College of Pittsburg
 Ed.D. Candidate, University of Arkansas
Biology
- E. Enid Blevins** [Assistant Professor] **English** 1966
 B.S., Southwest Missouri State College
 M.S., Kansas State College of Pittsburg

FACULTY

Harold W. Bodon [Assistant Professor]	French and German	1971
A.B., University of Utah		
M.S., California State College Hayward		
Ph.D. Candidate, Brigham Young University		
Rochelle L. Boehning [Associate Professor]	Mathematics	1967
B.S., Kansas State College of Pittsburg		
M.S., Kansas State College of Pittsburg		
Doctoral Studies, Illinois Institute of Technology		
*G. Joyce Bowman [Assistant Professor]	Speech	1967
B.S., Southwest Missouri State College		
M.A., University of Arkansas		
Milton W. Brietzke [Associate Professor]	Speech and Drama	1956
A.B., San Jose State College	Head, Speech and Drama Dept.	
M.A., Western Reserve University		
Doctoral Study, University of Denver		
Anthony J. Calwhite [Instructor]	Physical Education	1969
B.S., Southwest Missouri State College		
M.E., University of Missouri		
JoAnna M. Challman [Instructor]	Sociology	1972
A.B., University of Kansas		
M.A., University of Kansas		
Jerry P. Coburn [Instructor]	Drafting and Design	1973
B.S., Kansas State College of Pittsburg		
M.S., Kansas State College of Pittsburg		
Ed.S., Kansas State College of Pittsburg		
Nathanial S. Cole [Associate Professor]	Art	1970
B.F.A., Kansas City Art Institute		
M.F.A., Kansas City Art Institute		
Francisco R. Colon [Assistant Professor]	Foreign Languages	1968
B.S., Southwest Missouri State College		
M.A., University of Illinois		
Edith M. Compton [Assistant Professor]	Business Administration	1967
B.S., Kansas State College of Pittsburg		
M.S., Kansas State College of Pittsburg		
Harold Cooper [Professor]	History	1968
A.B., Berea College	Chairman, Division of Arts and Sciences	
M.A., University of Nebraska		
Ph.D., University of Nebraska		
Jimmy C. Couch [Assistant Professor]	English	1970
A.B., Texas Technological College		
M.A., Texas Technological College		
Ph.D. Candidate, University of South Carolina		

* On leave for doctoral studies, 1973-74.

FACULTY

Clarence E. Cowan [Associate Professor] B.S., Southwest Missouri State College M.Ed., University of Missouri	General Business	1958
John M. Cragin [Assistant Professor] B.S., United States Military Academy, West Point M.S., Purdue University	Physics and Data Processing	1967
Frank Davis [Assistant Professor] B.S., Peru State Teachers College M.S., Central Missouri State College	Physical Education Head Basketball Coach	1967
Lucille E. Dinges [Assistant Professor] A.B., Fort Hays Kansas State College M.A., Louisiana State University Ph.D. Candidate, Louisiana State University	English	1969
Darral A. Dishman [Assistant Professor] B.F.A., Kansas City Art Institute M.S., Kansas State College of Pittsburg	Art Head, Art Dept.	1966
Roy F. Dix [Instructor] B.S., Kansas State College of Pittsburg	Law Enforcement	1970
Glenn D. Dolence [Assistant Professor] B.S., Missouri Valley College M.S., Kansas State College of Pittsburg E.D., University of Arkansas	Dean of Student Personnel Services	1969
Mary L. Dove [Assistant Professor] B.S., University of Missouri M.A., University of Missouri M.S., University of Missouri	Periodical Librarian	1969
Lloyd L. Dryer [Professor] B.S., Oklahoma State University M.A., Oklahoma State University Ed.D., Oklahoma State University	Psychology College Psychologist	1950
Leland D. Easterday [Associate Professor] B.S., Northeast Missouri State College M.A., Southern Illinois University Ed.D., University of Arkansas	Education	1967
Doris T. Elgin [Assistant Professor] B.S. in Nursing, University of Tennessee M.A., Memphis State University	Nursing	1968
Gerald E. Elick [Associate Professor] A.B., University of Missouri M.S., University of Arkansas Ph.D., University of Arkansas	Biology and Geology	1969

FACULTY

William C. Elliott [Assistant Professor] B.M.E., Kansas State College of Pittsburg M.S., Kansas State College of Pittsburg	Music	1968
Charles M. Evans [Professor] B.S., Northeast Missouri State College M.A., University of Kentucky Ph.D. Candidate, University of Colorado	Political Science Head, Social Sciences Dept.	1970
William L. Ferron [Assistant Professor] B.S., Creighton University M.A., Southern Methodist University Ph.D., Kansas State University	Biology	1971
Carl A. Finke [Associate Professor] B.S.B.A., University of Arkansas J.D., University of Oklahoma CPA	Business Administration	1970
Jon H. Fowler [Assistant Professor] B.S., Southwest Missouri State College M.F.A., University of Arkansas	Art	1968
James L. Frazier [Assistant Professor] A.B., University of Wichita M.A., Wichita State University	Physical Education Head Football Coach	1971
Helen R. Gardner [Associate Professor] A.B., Bradley University M.A., Bradley University Ed.D., Indiana University	English	1968
E. Sam Gibson [Associate Professor] B.S., Kansas State College of Pittsburg M.S., Kansas State College of Pittsburg Ph.D., Kansas State University	Biology Head, Biology Dept.	1967
Larry W. Goode [Assistant Professor] B.S., Kansas State College of Pittsburg M.S., Kansas State College of Pittsburg	General Business	1968
Judy Grant [Instructor] A.B., Kansas State College of Pittsburg M.S., Kansas State College of Pittsburg	Sociology	1969
James M. Gray [Assistant Professor] B.B.A., Dana College M.B.A., University of Arkansas	Business Administration Director of Computer Center	1969
George C. Greenlee [Instructor] A.B., Northeast Louisiana State College M.A., Northeast Louisiana State College	English	1970

FACULTY

Conrad E. Gubera [Assistant Professor]	Sociology	1967
B.S., Kansas State College of Pittsburg		
M.S., Kansas State College of Pittsburg		
Ph.D. Candidate, Oklahoma State University		
Clark I. Guillems [Professor]	Education and Psychology	1967
A.B., University of Missouri	Head, Psychology Dept.	
M.Ed., University of Missouri		
Ed.D., University of Arkansas		
Henry L. Harder [Associate Professor]	English	1970
A.B., Subiaco College	Head, Language and Literature Dept.	
M.A., University of Arkansas		
Ph.D., University of Maryland		
Wayne A Harrell [Assistant Professor]	Music	1971
B.M.E., Wichita State University	Head, Music Dept.	
M.M.E., Wichita State University		
Ed.D., University of Northern Colorado		
Robert A. Harris [Assistant Professor]	Music	1971
B.M., Kansas State College of Pittsburg		
M.S., Kansas State College of Pittsburg		
Pupil of Rosina Lhevinne		
Cleetis Headlee [Associate Professor]	English	1946
B.S., University of Missouri		
M.A., University of Missouri		
Garry J. Hess [Instructor]	Art	1971
B.S., Fort Hays Kansas State College		
M.A., Kansas State College of Pittsburg		
Robert O. Highland [Professor]	Director of Student Teaching	1968
B.M.E., University of Oklahoma	Education	
M.M.E., University of Oklahoma		
Ed.D., University of Arkansas		
T. L. Holman [Associate Professor]	History	1962
A.B., Southwestern College, Winfield, Kansas		
M.A., Kansas State College of Pittsburg		
Ed.D., Oklahoma State University		
Julie S. Hughes [Assistant Professor]	History	1963
B.S., Kansas State College of Pittsburg		
M.A., Kansas State College of Pittsburg		
Richard D. Humphrey [Assistant Professor]	Director of Admissions	1968
B.S., Kansas State College of Pittsburg	Aids and Awards	
M.S., Kansas State College of Pittsburg		
Duane L. Hunt [Assistant Professor]	Speech and Drama	1964
A.B., Southwest Missouri State College		
M.A., University of Arkansas		

FACULTY

Paul E. Jensen [Associate Professor] B.S., Oklahoma City University M.S., Kansas State College of Pittsburg Ed.S., Kansas State College of Pittsburg	Mathematics	1960
Delbert I. Johnson [Assistant Professor] B.M.E., University of Wichita M.M.E., University of Wichita	Music	1967
Paul W. Johnson [Instructor] B.S., United States Naval Academy B.G.S., University of Nebraska M.A., University of Oklahoma	Economics	1972
Jack D. Jolly [Assistant Professor] B.S.E., University of Oklahoma M.A., University of Oklahoma Graduate Study, University of Texas, University of Wisconsin	Mathematics	1968
J. Merrell Junkins [Associate Professor] B.S., Kansas State College of Pittsburg M.S., Kansas State College of Pittsburg Ed.D., Oklahoma State University	Psychology	1964
L. Kathleen Kane [Instructor] A.B., University of Oklahoma M.L.S., University of Oklahoma	Circulation Librarian	1972
Larry K. Karst [Assistant Professor] B.S., Kansas State College of Pittsburg M.S., Kansas State Teachers College of Emporia	Guidance Counselor	1968
Harrison M. Kash [Assistant Professor] A.B., Kansas State College of Pittsburg M.S., Kansas State University	Chemistry	1958
Retha L. Ketchum [Instructor] B.S. in Nursing, Creighton University	Nursing	1970
Dale R. Kirkham [Assistant Professor] B.S., Fort Hays Kansas State College M.S., University of Wyoming Ph.D., University of Missouri, Columbia	Biology	1972
Patricia W. Kluthe [Visiting Instructor] A.B., Missouri Southern State College M.A., University of Minnesota	Speech and Drama	1973
Joseph P. Lambert [Associate Professor] A.B., Mississippi College M.A., Mississippi College Ph.D., Auburn University	English	1970

FACULTY

Marguerite A. Landreth [Instructor] B.S. in Nursing, Drury College R.N., St. John's Hospital School of Nursing	Nursing	1973
Douglas B. Landrith [Assistant Professor] B.S., Kansas State College of Pittsburg M.S., Kansas State College of Pittsburg	Physical Education Golf Coach	1959
L. Keith Larimore [Professor] B.S.B.A., Kansas State College of Pittsburg M.B.A., University of Oklahoma Ph.D., University of Arkansas	Business Administration Chairman, Division of Business Administration	1966
Billie A. Legg [Assistant Professor] B.S., St. Louis University M.S. in Nursing, Indiana University	Director of Nursing Nursing	1969
Charles E. Leitle [Associate Professor] B.S.B.A., University of Arkansas M.B.A., University of Arkansas Ph.D., University of Arkansas	Business Administration	1970
Julio S. Leon [Associate Professor] A.B., Universidad Tecnica (Santiago, Chile) M.B.A., North Texas State University Ph.D., University of Arkansas	Business and Economics	1969
William R. Livingston [Assistant Professor] B.S., Kansas State College of Pittsburg M.S., University of Illinois	Mathematics	1968
Robert P. Markman [Associate Professor] B.S., Monmouth College M.A., University of Oklahoma Ph.D., University of Oklahoma	History	1967
Bobby L. Martin A.B., Missouri Southern State College	Veterans Coordinator	1973
J. Larry Martin [Assistant Professor] B.S., University of Tulsa M.S., University of Tulsa Ed.D., University of Georgia	Mathematics Head, Mathematics Dept.	1965
B. W. Mason [Associate Professor] A.B., Colorado State College of Education, Greeley M.A., Colorado State College of Education, Greeley Graduate Study, Teachers College, Columbia University	Education Director, Micro-Teaching Lab.	1967
Dwight E. Mason [Instructor] B.S., Oklahoma State University M.S., Kansas State College of Pittsburg	Automotive Technology	1966

FACULTY

Richard W. Massa [Associate Professor] A.B., University of Missouri, Columbia M.A., University of Missouri, Columbia Graduate study, University of Arkansas	Journalism	1972
James K. Maupin [Associate Professor] B.S., Central Missouri State College M.S., Kansas State College of Pittsburg Graduate Study, University of Minnesota, Oklahoma State University, University of Oklahoma, University of Oregon	Associate Dean for Technology Biology	1955
Bernard P. McCormick [Assistant Professor] A.B., University of Notre Dame M.S., University of Southern Mississippi	English	1968
Myrna L. McDaniel [Instructor] B.S., Kansas State College of Pittsburg M.S., Kansas State College of Pittsburg	Dean of Women	1973
J. Ralph McLemore [Instructor] B.S., University of Kansas M.S., Kansas State College of Pittsburg	Business Administration	1971
Robert J. Miller [Assistant Professor] B.S., Central Missouri State College M.A., Central Missouri State College	Business Administration	1968
Lorine V. Miner [Assistant Professor] B.S., Kansas State College of Pittsburg M.S., Kansas State College of Pittsburg	Business Education	1966
Grace C. Mitchell [Assistant Professor] A.B., Greensboro College M.A., Pennsylvania State University	English	1958
Arlene E. Moore A.B., Southwest Missouri State College M.A., Southwest Missouri State College M.L.S., University of Oklahoma	Reference Librarian	1971
Henry G. Morgan [Assistant Professor] A.B., University of Southern Mississippi M.A., University of Southern Mississippi Ph.D., University of Colorado	English	1971
Eugene C. Mouser [Assistant Professor] B.M.E., Oklahoma State University M.S., Oklahoma State University Ed.D., Oklahoma State University	Director of Counseling and Testing	1970
Elizabeth J. Mueller A.B., Missouri Valley College	Processing Librarian	1966

FACULTY

Charles F. Niess [Professor]	Education	1966
B.S., Central Missouri State College	Chairman, Division of	
M.S., Central Missouri State College	Education and Psychology	
Ed.D., Colorado State College		
Max D. Oldham [Assistant Professor]	Physical Education	1973
B.S., Southwest Missouri State University	Director of Athletics	
M.S., Kansas State College of Pittsburg	Head, Physical Education	
Ed.D. Candidate, Oklahoma State University	Dept.	
Orty E. Orr [Professor]	Biology	1966
B.S., Kansas State College of Pittsburg		
M.S., Oklahoma State University		
Ph.D., Oklahoma State University		
Katherine D. Peterson [Instructor]	Nursing	1973
B.S. in Nursing, Drury College		
Russell A. Phillips [Associate Professor]	Physics	1970
B.S., Iowa State University		
Ph.D., Iowa State University		
Ronald D. Pilkenton [Instructor]	Sociology	1973
B.S., Central Missouri State University		
M.A., Central Missouri State University		
Harry E. Preble [Professor]	English	1968
A.B., University of Illinois		
M.A., University of Illinois		
Ph.D., University of Illinois		
Robert G. Price [Assistant Professor]	Business Administration	1973
B.S., University of Kansas		
M.S., Kansas State College of Pittsburg		
Ph.D., Kansas State University		
Gail K. Renner [Assistant Professor]	History	1965
B.S., Southwest Missouri State College		
M.A., University of Missouri, Columbia		
M.A., University of Missouri, Kansas City		
Ph.D., University of Missouri		
Ronald E. Rhea [Instructor]	Assistant In Financial Aids	1972
B.S., Kansas State College of Pittsburg		
M.S., Kansas State College of Pittsburg		
Dennis H. Rhodes [Professor]	Speech and Drama	1970
A.B., University of Texas		
M.E., University of Houston		
Ph.D., Southern Illinois University		
Hilda E. Richardson [Instructor]	Education	1972
B.S., Kansas State College of Pittsburg		
M.S., Kansas State Teachers College of Emporia		

FACULTY

Glenn E. Robinson [Instructor]	Business Administration	1973
A.B., San Diego State University		
J.D., University of San Diego School of Law		
Elmer E. Rodgers [Associate Professor]	Head Librarian	1968
A.B., Youngstown University		
M.S.L.S., Western Reserve University		
Sallie L. Roper [Instructor]	Physical Education	1972
B.S., Missouri Southern State College		
M.S., Kansas State College of Pittsburg		
James N. Roubidoux [Assistant Professor]	Mathematics	1969
A.B., Fort Lewis College		
M.S., Oklahoma State University		
James V. Sandrin [Associate Professor]	Education	1969
B.S., Southern Illinois University		
M.S., Southern Illinois University		
Ph.D., Southern Illinois University		
Delbert F. Schafer [Associate Professor]	History	1968
A.B., Southwestern State College		
M.A., University of Oklahoma		
Ph.D., University of Oklahoma		
O. L. Schuster [Professor] Associate Director of Teacher Education		1967
B.S., Southwest Missouri State College		
M.Ed., University of Missouri		
Ed.D., University of Mississippi		
Gary W. Scott [Instructor]	Machine Technology	1972
B.S., Kansas State College of Pittsburg		
Donald L. Seneker [Instructor]	Director, Police Academy	1971
B.S., Central Missouri State College	Law Enforcement	
R. Clyde Shipley [Assistant Professor]	Physical Education	1969
B.S., Missouri Valley College		
M.S., Central Missouri State College		
Bobbie Z. Short [Assistant Professor]	English and Speech	1965
B.S., Southwest Missouri State College		
M.S., Kansas State College of Pittsburg		
F. Joe Sims [Associate Professor]	Music	1971
B.M., Southwestern College, Winfield, Kansas		
M.A., University of Northern Colorado		
Ed.D., University of Oklahoma		
Ann M. Slanina [Assistant Professor]	English	1971
A.B., St. Francis College, Fort Wayne, Indiana		
M.A., University of Dayton		
Ph.D. Candidate, University of New Mexico		

FACULTY

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| <p>Marion E. Sloan [Assistant Professor]
 A.B., Kansas State College of Pittsburg
 M.S., Kansas State College of Pittsburg</p> | <p>Physics 1967</p> |
| <p>Robert E. Smith [Assistant Professor]
 B.S., Northwest Missouri State College, Maryville, Mo.
 B.S., University of Wisconsin
 M.A., Oklahoma State University
 Ph.D., Oklahoma State University</p> | <p>History 1972</p> |
| <p>Ross C. Snyder [Associate Professor]
 B.S., Taylor University
 M.A., Ball State University</p> | <p>Education 1968
 Director of Educational Media</p> |
| <p>Sam J. Starkey [Associate Professor]
 B.S., University of Arkansas
 M.B., University of Arkansas
 Ed.D., University of Arkansas</p> | <p>Education and Psychology 1966</p> |
| <p>Annetta E. St. Clair [Assistant Professor]
 A.B., Kansas State College of Pittsburg
 M.A., Kansas State College of Pittsburg</p> | <p>Political Science 1964</p> |
| <p>Wayne E. Stebbins [Assistant Professor]
 B.S., Kansas State Teachers College of Emporia
 M.S., Kansas State Teachers College of Emporia</p> | <p>Biology 1969</p> |
| <p>Bob F. Steere [Professor]
 B.S., Southwestern State College
 M.S., Arizona State College
 Ed.D., Utah State University</p> | <p>Education 1969</p> |
| <p>Dudley F. Stegge [Assistant Professor]
 B.S., Kansas State College of Pittsburg
 M.S., Kansas State College of Pittsburg</p> | <p>Physical Education 1952
 Director of College Union</p> |
| <p>Daniel R. Stengel [Assistant Professor]
 B.S., University of Nebraska
 M.A., University of Nebraska</p> | <p>Business Administration 1967</p> |
| <p>Dorothy A. Stone [Associate Professor]
 B.S., University of Missouri
 M.A., University of Missouri</p> | <p>Business Administration 1939</p> |
| <p>Arthur L. Strobel [Assistant Professor]
 B.S., Southeast Missouri State College
 M.S., University of Arkansas</p> | <p>Physics 1963</p> |
| <p>*Lenard H. Studerus [Assistant Professor]
 A.B., University of Washington
 M.A., San Diego State College
 Ph.D. Candidate, University of Colorado</p> | <p>Foreign Languages 1970</p> |

* On leave for doctoral studies, 1973-74.

FACULTY

Pudukkottai K. Subramanian [Associate Professor] B.S., University of Delhi, India M.A., Miami University of Ohio Ph.D., University of Wisconsin	Mathematics	1970
J. Scott Taylor B.S., Missouri Southern State College	Admissions Counselor	1973
Charles C. Thelen [Assistant Professor] A.B., Occidental College M.A., University of Northern Colorado Ed.D., University of Northern Colorado	Music	1973
R. B. Vinson [Assistant Professor] A.B., Eastern New Mexico University M.A., Eastern New Mexico University Ph.D. Candidate, University of Missouri	Business Administration	1973
George H. Volmert [Assistant Professor] B.S., Northeast Missouri State College M.A., Northeast Missouri State College	Education Registrar	1966
James T. Volskay [Assistant Professor] B.S.E., Southwest Missouri State College M.E., University of Missouri Ph.D., University of Missouri	Psychology	1969
Charles L. Wade [Instructor] B.S., Southwest Missouri State College M.A., Northeast Missouri State College.	Physical Education	1972
Doris A. Walters [Instructor] B.S., Kansas State College of Pittsburg M.A., Kansas State College of Pittsburg	English	1967
Philip R. Whittle [Associate Professor] B.S., University of Kentucky Ph.D., Iowa State University	Chemistry	1970
Robert C. Wiley [Associate Professor] B.S., Trinity University M.Ed., Trinity University Ed.D., Oklahoma State University	Education	1969
Harold R. Willis [Assistant Professor] A.B., George Washington University M.A., Jackson College M.S., Jackson College Graduate Study, Washington University	Psychology	1970
W. Ralph Winton [Assistant Professor] B.S., Drury College M.E., University of Arkansas	Director of Placement and Alumni Affairs	1968

FACULTY

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| <p>Pauline W. Wolfe [Associate Professor]
 A.B., University of Wyoming
 M.A., Northwestern University
 Graduate Study at University of New Mexico</p> | <p>English 1967</p> |
| <p>*James S. Worthington [Assistant Professor] Business Administration 1970
 B.S., Kansas State College of Pittsburg
 M.A., University of Missouri
 CPA</p> | |
| <p>Edward W. Wuch [Assistant Professor]
 B.S., University of Missouri
 M.E., University of Missouri</p> | <p>Physical Education 1969
 Head, Baseball Coach</p> |
| <p>Venus Yount [Assistant Professor]
 B.S., Kansas State College of Pittsburg
 M.A., University of Arkansas</p> | <p>Physical Education 1959</p> |
| <p>Donald R. Youst [Assistant Professor]
 A.B., Kansas State Teachers College
 M.S., Kansas State Teachers College, Emporia
 Ph.D., University of Nebraska</p> | <p>Political Science 1971</p> |

EMERITUS FACULTY

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| <p>Harry C. Gockel [Professor]
 A.B., Washington University
 M.A., Washington University
 M.S., University of Wisconsin</p> | <p>History and Geography</p> |
| <p>Martha Ann McCormick [Professor]
 M.A., University of Chicago
 Ph.B., University of Chicago</p> | <p>Mathematics</p> |

PART-TIME FACULTY

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| <p>James Brown [Instructor]
 B.S., Missouri Southern State College
 CPA</p> | <p>Business Administration</p> |
| <p>John P. Brown [Instructor]
 Certified flight & ground instructor and pilot examiner</p> | <p>Aviation</p> |
| <p>Mary L. Cornwell [Instructor]
 A.B., University of Tulsa
 M.A., University of Arkansas</p> | <p>Speech and Drama</p> |
| <p>Suzan A. DeNeen [Instructor]
 B.S., University of Missouri</p> | <p>Business Education</p> |
| <p>J. Marie Estes [Instructor]
 B.S.E., Missouri Southern State College</p> | <p>General Business</p> |

FACULTY

Harriet L. Hobson [Instructor] B.S., Missouri Southern State College	Data Processing
Gwen E. Hunt [Instructor] B.S., Southwest Missouri State College M.A., University of Arkansas	Speech and Drama
William N. McDonald, Jr. [Instructor] B.S., University of Missouri	Business Administration
Kathleen Mitchell [Instructor] R.N., St. Francis Hospital School of Nursing, Wichita, Kansas	Nursing
Jill I. Pilkenton [Instructor] B.S.E., Central Missouri State College	English
Robert C. Stringer [Instructor] B.S., Missouri Southern State College M.B.A., University of Arkansas	Business Administration
H. Waldo Wasson [Instructor] B.S.E., Northeast Missouri State College M.A., University of Missouri Ph.D., Louisiana State University & A. & M. College	Speech Correction
Leo J. Wright [Instructor] B.S., Kansas State College of Pittsburg	Data Processing

AFFILIATED FACULTY

Wyle Beals [Instructor] Graduate Burge Protestant Hospital School of Radiologic Technology Registered Radiologic Technologist American Registry of Radiologic Technologists	Radiologic Technology
M. F. Hall, M.D.	Director--School of Radiologic Technology

GENERAL INFORMATION

THE COMMUNITY AND SERVICE AREA

Missouri Southern State College is situated in Southwest Missouri, eleven miles from the Kansas state line, 40 miles from the Arkansas border, and 15 miles from Oklahoma. In this southwest part of Missouri lies a nine-county area comprising approximately 200,000 people.

The campus, located at the northeast edge of Joplin on 310 acres of gently rolling land, is within commuting distance of a large college population. The college lies at the heart of a cluster of cities with populations up to 45,000. Some of these cities are Joplin (the largest), Carthage, Webb City, Carl Junction and Sarcoxie. The college is located in the hub of a four-state area with its network of east-west and north-south major highways and good air transportation schedules. Known in the early 1900's as an area of diversified agricultural activities and lead and zinc mining, it is even better known today as a rapidly growing industrial and service center. It is within easy driving distance of the Ozarks, one of the great recreational areas of the United States. Cultural activities, educational programs from kindergarten to college, and beautiful churches for all faiths are ideal for a college setting.

HISTORY

Missouri Southern State College originated in 1937 as Joplin Junior College. It was a part of the Joplin Public School System, but the first year of classes was conducted by the Extension Division of the University of Missouri.

The first year, classes were held in the Joplin Senior High School building. The college moved into its own building at Fourth Street and Byers Avenue on September 6, 1938. After 20 years in this location the college was transferred to 310 West Eighth Street where it continued to operate until June, 1967. The educational and administrative functions of Missouri Southern State College were moved to the new campus in June 1967. Here the college is operating on a new, multiple building campus with an enlarged program and student body.

A series of new organizational and legal developments began in April, 1964.

On April 1, 1964, the voters created the Junior College District of Jasper County, naming a six-member Board of Trustees. This act ended the junior college's 27 years of existence as a part of the Joplin Public School System. The new junior college district included Jasper County and parts of three other counties—Newton, Lawrence and Barton. The institution was

GENERAL INFORMATION

renamed Jasper County Junior College.

On July 22, 1965, the 73rd General Assembly of the Missouri Legislature passed House Bill No. 210 providing for the establishment of a two-year state senior college in Jasper County when the academic facilities of the Junior College District of Jasper County should become available. Meanwhile, in anticipation of the passing of the House Bill No. 210, the Board of Trustees adopted the name Missouri Southern College in May, 1965.

The legislative act creating the state senior college provided for the administration of the junior and senior college through a governor-appointed Board of Regents. The appointments were made on October 13, 1965, the date that marks the beginning of the operation of Missouri Southern State College under the Board of Regents. The law directed the Board of Trustees to assume the responsibility of levying the necessary taxes within the Junior College District of Jasper County which, together with state junior college aid and funds available from other sources, are sufficient to pay the costs of the junior college operation and the costs to date of capital improvements for both the junior and senior colleges. The state provides the operating cost of the senior college.

COLLEGE PROFILE

The combining of a two-year locally supported junior college with a two-year state supported senior college makes Missouri Southern State College unique in college history. Although the two programs have separate support, they have one faculty and one administration functioning under the supervision of the Board of Regents appointed by the Governor.

The college has an open-door admissions policy for graduates of Missouri high schools. It offers studies leading to a bachelor's degree in a number of major areas in the liberal arts, teacher education and business administration. In addition, liberal arts and pre-professional transfer programs, technical education and certificate programs are available to students who do not wish to pursue a baccalaureate degree.

COLLEGE PHILOSOPHY AND PURPOSES

Missouri Southern State College is dedicated to the principle of developing a college community where all members are given the opportunity to learn, not only for the sake of learning, but for the purpose of revealing ways to live a better life.

Missouri Southern State College offers a diversity of study designed to satisfy a wide range of student and community

GENERAL INFORMATION

interests. The college endeavors to maintain quality instruction at all levels.

Missouri Southern State College shares a responsibility with other state colleges to serve any eligible student in the State of Missouri who may apply for admission. In addition, the college also recognizes its responsibility and obligation to serve the citizens of the Junior College District of Jasper County, Missouri.

The college fulfills its obligation to both state and community by:

- a. Providing a program of general education for all students;
- b. Preparing students for professional and graduate programs of study;
- c. Preparing teachers for elementary and secondary schools;
- d. Preparing students for business, industry, and government;
- e. Providing a variety of technical programs;
- f. Serving as a center for adult education and community activities.

STANDARDS FOR STUDENT CONDUCT

As active members of the college community, students at Missouri Southern State College have the rights and privileges enjoyed by members of all democratic communities. They also have the responsibilities and obligations which accompany these rights. Missouri Southern State College is guided by and observes the principle that there shall be no difference in the treatment of persons because of race, creed, color or national origin; and all members of the academic community are expected to support this principle.

Students have the responsibility of upholding the standards, traditions and policies of the college which has granted them membership in the academic community at their own request. They also have the responsibility of making maximum use of their abilities, of exercising good judgment, of observing the rights of others, and of adhering to the requirements of adult society.

In addition, the following general policies are in effect:

1. Students have the obligation to obey all rules and regulations and to preserve all property provided for their education.
2. Students are expected to conform to all federal, state and local laws. Gambling, alcoholic beverages, drugs, firearms, ammunition and explosives are specifically prohibited on college property.

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3. The conduct of the individual student is an important indication of his character and of his future potential in life. Cheating, falsification of documents and immoral conduct will not be tolerated.

4. Students are expected to conform to the usually accepted social customs of the community.

5. Students shall not engage in or incite others to participate in obstructive or disruptive activities, deprive others of their rights, do harm to other individuals or property, or interfere with college or other officials in the performance of their duties.

6. The College Union of Missouri Southern State College and its facilities are dedicated to and for the primary use of the students, faculty, staff and their authorized guests. Individuals entertaining guests in the College Union are responsible for their proper identification, registration and conformance to the rules established for such guests. When not in use by campus organizations, off-campus groups may use the facilities of the Union.

7. The facilities of the Residence Halls at Missouri Southern State College are primarily for the use of the residents thereof and their invited guests. The host is responsible for the registration and conduct of his guests. Disciplinary action will be taken against non-residents making unauthorized use of residence hall facilities.

8. The prevention of fire and the safety of others is the responsibility of the individual. Students shall not set off false fire alarms, misuse fire equipment, or refuse to obey lawful directions by fire wardens.

The foregoing shall apply to all student conduct, and failure to observe these standards will constitute basis for disciplinary action, the maximum of which is dismissal from the College. Registration and participation as a student in Missouri Southern State College shall constitute full acceptance of these standards, as well as of all other rules and standards of conduct which have been or may be adopted.

ACCREDITATION AND MEMBERSHIPS

Missouri Southern State College is accredited by the North Central Association of Colleges and Secondary Schools and by the Missouri State Department of Education.

Major memberships include the American Council on Education, the American Association of State Colleges and Universities, the American Association of Colleges for Teacher Education, the Missouri Association of Junior Colleges, and the North Central Association Sub-Committee on Institutions for Teacher Education.

GENERAL INFORMATION

THE CAMPUS

Missouri Southern State College is located at the corner of Newman and Duquesne Roads near the northeast edge of Joplin. Fourteen new buildings and several remodeled older buildings serve the instructional and student activity needs.

Spiva Library, named in honor of the late George A Spiva of Joplin, a friend and generous supporter of the college, provides an atmosphere which contributes to an intellectual climate. It is a part of the **Learning Resources Center** which includes the **Instructional Media Center** as well as the Library.

Hearnes Hall is named after the Honorable Warren E. Hearnes, former Governor of Missouri. The building is the administration headquarters and the reception center of the campus. It contains, also, instructional classrooms and faculty offices.

The L. R. Reynolds, Jr., Science and Mathematics Hall provides three large, elevated lecture rooms, regular classrooms, science laboratories and faculty offices. It is well equipped to meet the requirements of science and mathematics programs.

Fine Arts Hall is a complex of two buildings connected by an arcade that serves the areas of Art and Music. The art building includes a large exhibit hall that serves the Spiva Art Center of Joplin as well as the needs of the college.

The Physical Education Building houses the college basketball floor, classrooms, faculty offices, and many facilities for physical education classes.

The College Union serves the total campus with cafeteria, coffee shop, bookstore, lounge areas, Student Senate offices, yearbook offices, faculty lounge, ballroom, etc.

The Business Administration Building is a combination of the old Mansion House and the new building addition. It houses specialized and regular classrooms and faculty offices.

The Barn Theatre is a barn converted into an air-conditioned theatre with classrooms, dressing rooms, costume rooms, ticket booth and foyer.

Kuhn Hall is a new structure that provides facilities for the nursing education program, computer center and the student health center. This building is named after Dr. J. R. Kuhn, Jr., a strong supporter and leader of the nursing education program at Missouri Southern State College. The Student Health Center is located in Kuhn Hall. A full-time registered nurse is on duty and medical doctors from the community provide services at stated hours.

The Technology Building is a new structure that provides

GENERAL INFORMATION

facilities and faculty offices for Automotive Technology, Machine Technology, Drafting and Design, and classrooms for other instructional activities.

The College Placement Building is headquarters for the College Placement Services and Alumni Offices. It contains offices, interviewing rooms, and one academic facility—the reading laboratory.

The Police Academy Building is a new structure that houses the Campus Security Office and offices for the director and faculty of the Law Enforcement Department plus specialized classrooms for Academic and Academy programs in law enforcement. A complete photographic laboratory and a criminalistics laboratory are also located in this building.

The Men's Residence Hall houses 212 men. It is an attractive and modern residence hall, completed in the Spring, 1970.

The Women's Residence Hall was also completed in the Spring, 1970, and will accommodate 112 women.



GENERAL INFORMATION

SCHEDULE OF FEES

Students must pay fees at the regular time of registration each semester or have their registration automatically cancelled. Contractual arrangements for unique hardship problems must be arranged with the Vice President for Business Affairs or his delegated representative prior to registration. Any failure to live up to the contractual agreement also automatically cancels the registration.

The College reserves the right to change fees without notice.

INCIDENTAL FEES

	Each Fall and Spring Semester		Summer Term
	8 Hours or more	Less than 8 hours	
I. Residents of the Junior College District			
Junior College Division	\$ 95	\$ 9 per hr.	\$10 per hr.
Senior College Division	150	13 per hr.	15 per hr.
II. Residents of Missouri (Outside Junior College District)			
Junior College Division	\$150	\$13 per hr.	\$15 per hr.
Senior College Division	150	13 per hr.	15 per hr.
III. Non-Residents (Out-of-State)			
Junior College Division	\$345	\$22 per hr.	\$25 per hr.
Senior College Division	345	22 per hr.	25 per hr.

OTHER FEES:

Application for admission	\$ 5.00
Applied music	32.00 per credit hr.
Change of class schedule	2.00
Commencement	10.00
Cosmetology special fees	
First term	120.00
All other terms, each	70.00
Laboratory breakage and materials	cost
Late registration (full time)	10.00
(part time)	5.00
Radiologic Technology special fees	
First Term	100.00
All other terms, each	40.00
Student activity	5.00
Textbook rental and service charge	
(50% refundable):	
Spring and fall semester	
(over 8 hours)	30.00
Spring and fall semester	
(under 8 hours)	
and summer term	6.00 per course
Towel Fee for physical activity classes	1.25
Transcripts	1.00
RESIDENCE HALL COST (Per semester):	\$440.00
(Summer \$220)	

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(See detailed explanations below.)

Application for Admission: A non-refundable application fee of \$5.00 is charged for processing applications for admission. The payment of this fee should be mailed with the application.

Applied Music: For one 30-minute lesson per week in applied music, the usual fee is \$32.00 per credit hour.

Change of Class Schedule: Students are charged \$2.00 for each class change made after classes begin (refer to College calendar). Students registered for 8 or more credit hours before and after the change in schedule will pay only the \$2.00 fee. Those changing from 7 or less hours to 8 or more hours must pay the full incidental and textbook fees and the \$2.00 change fee. Those who are registered for 8 or more hours and change to 7 or less hours during the change-of-registration week will receive a refund and will be charged by the credit hour.

Commencement: Candidates for the Associate or Baccalaureate degrees are charged a \$10.00 commencement fee. This covers the cost of the diploma, cap and gown, and other commencement activities. The fee is subject to refund only when the candidate fails to qualify for graduation.

Evening Session: Students enrolled in evening classes for regular college credit courses, applicable toward an Associate or Baccalaureate Degree, are subject to the same fees, rules and regulations of the Day Session. Special fees are announced in the Evening Session Bulletin for classes not applicable to an Associate or Baccalaureate Degree.

Laboratory Breakage and Materials: There are no charges for the use of equipment in laboratories. The student will be expected to pay for excessive breakage or loss of equipment due to negligence on the part of the student. A fair actual value of the loss will be determined by school officials. Students will pay for materials used in individual projects. (Example: automotive parts.)

Students enrolled in chemistry are required to purchase a \$10.00 laboratory breakage card which may be redeemed for this full amount at the end of the semester, providing there has been no breakage or loss on the part of the student.

Late Registration: A late registration fee of \$10 is charged full-time students who register after classwork begins. Five dollars is charged part-time students. This fee is not refundable.

Miscellaneous Fees: Occasionally a fee is charged for classroom materials, such as subscriptions to a periodical, line charges for bowling in physical education, film developing in photo-journalism, or purchase of paperback books in addition to the textbook rental.

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Student Activity: This charge is to support activities of the Student Senate and the College Union Board. Students enrolled in less than eight hours during a semester may purchase a student activity ticket at the Business Office.

Summer Session: Rules and regulations which govern admission to the first and second semester during the regular school year shall also apply to the Summer Session.

Textbook Rental and Instructional Services: Students enrolled during a semester in eight or more credit hours pay a \$15.00 non-refundable textbook rental fee (includes normal laboratory fees and cost of service on instructional equipment) and a \$15.00 textbook deposit. Students enrolled in less than eight credit hours during any semester pay a \$3.00 deposit and \$3.00 rental for each course in which they are enrolled. The deposit is refunded when the student has returned all books, materials, and equipment in satisfactory condition. (Books may be purchased at the end of the term for full retail price less an allowance for rental charges paid by the student.)

Towel Fee: A \$1.25 fee is charged each semester to students enrolled in the "physical activity" classes. A towel and the weekly laundry of it is furnished by the College.

Transcripts: Each student is entitled to two official transcripts without charge. There is a charge of \$1.00 for each additional copy. Payment must accompany the request for each transcript.

REFUND POLICY [Except for Residence Hall Charges]

Students enrolled in the fall and spring semesters who drop out of the College before the tenth week of the semester are entitled to a partial refund of refundable fees. The refund must be claimed during the term for which the refund applies. The refund will be computed as of the date the Registrar receives the withdrawal form completely and correctly executed. The refund schedule is as follows:

Within the first and second weeks	80 percent refund
From the third thru the ninth week	50 percent refund
After the ninth week	No refund

Summer term refunds are as described above, except that no refunds are given after the fourth week.

RESIDENCE HALL COST

Charges of \$440.00 per semester will be made and will cover both room and board. Twenty meals per week will be furnished.

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Charges may be paid in full or in four installments per semester. These are to be paid in the Business Office. Should a student elect the installment method of payment, a ten dollar per semester service charge will be assessed. Payments will be due

<i>First Semester</i>		<i>Second Semester</i>	
August 1	\$120	January 1	\$120
October 1	\$110	February 1	\$110
November 1	\$110	March 1	\$110
December 1	\$110	April 1	\$110

Summer Residence Hall Cost. The board and room charge for the summer session is \$220, which includes 15 meals per week, and payment must be made by June 1. Monthly payments may also be made in \$110 amounts by June 1 and July 1.

See contractual arrangements for residence halls, page 39.



STUDENT PERSONNEL SERVICES

The maximum intellectual growth and personal development of the college student is a combination of academic study and participation in out-of-class activities. Therefore, the educational program of Missouri Southern State College includes all student-college relations in addition to formal instruction.

The student personnel services are designed to supplement, complement and implement the academic program of the College.

FINANCIAL AIDS

MISSOURI SOUTHERN STATE COLLEGE ACADEMIC SCHOLARSHIPS

General Information

All qualified applicants for financial aid and scholarships will receive consideration without regard to race, creed, national origin or color.

Listed below are the scholarships that will be awarded by Missouri Southern State College for the 1974-75 academic year. Write for scholarship applications to:

OFFICE OF FINANCIAL AIDS
Missouri Southern State College
Joplin, Missouri 64801

THE REGENTS AND TRUSTEES SCHOLARSHIP

The President's Scholarships

These scholarships are awarded by the Board of Regents and the Board of Trustees of the college and are administered by the principal of the recipient's high school.

Basis of Selection:

The scholarships are awarded to the first and second ranking students in the eight high schools located in Jasper County.

The Dean's Scholarships

These scholarships are awarded by the Board of Regents and the Board of Trustees of the college and are administered by the principal of the recipient's high school.

Basis of Selection:

The scholarships are awarded in the upper ten percent of their graduating classes. The college grants scholarships on the basis of one for each fifty students in the graduating class.

Missouri Southern State College Patrons' Scholarships

The following scholarships have been made available by interested individual service organizations, business firms, industries, and local civic organizations.

STUDENT PERSONNEL SERVICES

PATRON SCHOLARSHIPS

Donors	Number of Scholarships	Value of Each Scholarship
AAUW—Dorothea Hoover Memorial	1	\$200
Robert S. Allen Memorial—Given by Oak Hill Hospital	1	\$200
American Business Women's Association of Carthage	1	\$150
American Business Women's Association of Joplin	3	\$200
Anonymous No. 1	5	\$200
Anonymous No. 2	2	\$250
Anonymous No. 3	3	\$100
Anonymous No. 4	1	\$200
Anonymous No. 5	1	\$100
Anonymous No. 6	1	\$200
Anonymous No. 7	1	\$200
Anonymous No. 7	1	\$ 75
Association for Childhood Education (Joplin)	1	\$200
Auxiliary Jasper County Medical Society	3	\$200
Bank of Carthage	2	\$200
Russell Belden Memorial	4	\$200
United Missouri Bank of Carthage	1	\$200
Briarbrook Men's Golf Association	1	\$300
Bob Chaplin Memorial	1	\$200
Citizens Bank of Carl Junction	1	\$200
William H. Clark Memorial	1	\$200
Ada Coffey	2	\$150
Community National Bank of Joplin	1	\$100
Mr. and Mrs. Harold Cooper	1	\$200
Edna Drummond Memorial	7	\$300
Electric Motor Supply	1	\$200
Frederick Eliscu, M. D. Memorial	1	\$470
Empire District Electric Company	10	\$200
Engineering—Math—Physical Science	1	\$200
Exchange Club of Joplin	2	\$200
Fifteenth Street Lumber Company	1	\$200
First National Bank of Sarcoxie	2	\$200
First State Bank of Joplin	1	\$200
Forty and Eight	1	\$ 50
Edna F. Gaither	2	\$200
Burl Garvin	2	\$100
Gilmarbeck Music Scholarship	1	\$200
Mr. and Mrs. Harry Gockel	1	\$200
Joe Harding Supply Company	1	\$200
Robert Higgs Memorial	1	\$200
Mrs. Dorothea Hoover Memorial	1	\$200
Henry Hornsby Memorial	1	\$250
Horton Golf Association	1	\$200
Mr. and Mrs. Fred Hughes	2	\$250
J. P. Humphrey	1	\$200
C. C. Ivie Memorial	1	\$100
Jasper County Medical Society	2	\$200
Jasper County Insurance Agents	5	\$200

STUDENT PERSONNEL SERVICES

Freeman Johnson Memorial	5	\$200
Joplin Arts and Crafts Festival	1	\$180
Joplin Association of Educational Secretaries	2	\$ 50
Joplin Board of Realtors	3	\$200
Joplin Business and Professional Women's Club	2	\$200
Joplin Downtown Lion's Club	1	\$300
Joplin Federal Savings and Loan	1	\$200
Joplin Rangeline Lion's Club	1	\$240
Joplin Rotary Anns	2	\$200
Joplin Rotary Club	6	\$200
Joplin White Trucks, Inc.	1	\$250
Joplin V.F.W. Post 544	2	\$200
KFSB—Spiva Memorial	1	\$160
Martin Luther King, Jr. Memorial Scholarship	3	\$500
Kiwanis Foundation of Joplin—International Student Scholarship	1	\$800
Kiwanis, Women of Joplin	1	\$200
KOAM—TV	1	\$300
KODE—TV	1	\$200
KQYX	1	\$200
KUHI—TV	1	\$ 50
Arthur Kungle, Sr.	7	\$300
Harry H. Landreth Memorial	1	\$540
Math League	2	\$200
Merchants and Miners Bank of Webb City	1	\$200
Mid-Western Machinery Co.	2	\$200
Midwest Materials Company	1	\$200
Missouri Southern State College Alumni	3	\$200
Missouri Southern State College Faculty Wives	1	\$300
Missouri Southern State College Secretaries	1	\$100
Mitchell-Clayton Memorial	1	\$200
MSSC Student Education Association—Lloyd Dryer	2	\$100
Wm. F. Netzeband Memorial	1	\$100
Newton's Jewelry	1	\$200
Florence Nightingale	1	\$305
Ralph L. Nolan Memorial	1	\$200
Pilot Club of Joplin	5	\$200
Roper Pontiac, Inc.	1	\$200
R. C. Ramsey Memorial	1	\$300
Bobbie Record Memorial	1	\$200
L. R. Reynolds, Jr. Memorial	1	\$200
Security National Bank of Joplin	1	\$200
Wm. H. Sisk Memorial	1	\$200
Soroptimist Club of Carthage	1	\$270
Soroptimist Club of Joplin	1	\$200
Zella F. Spiva Memorial	1	\$200
Harry Spradling Memorial	1	\$200
Dorothy Stephenson Memorial	5	\$200
Roland Smith, M. D.	1	\$100
Lela A. Smith	1	\$200
Southtown Meat Company	1	\$200
Dan L. Stanley Memorial	1	\$200
George A. Spiva Memorial	1	\$500

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St. John's Medical Center Auxiliary	1	\$300
Vera Steininger Memorial	1	\$140
Mrs. Madge A. Sullivan	1	\$200
Dr. A. Paul Thompson	1	\$200
Union Transfer and Storage	1	\$100
United Missouri Bank of Joplin	1	\$200
Dennis Weaver Scholarship	2	\$250
Webb City—Carl Junction Rotary Club	2	\$200
Webb City Area Jaycee's	1	\$200
Christine Webster Memorial	1	\$200
Welcome Wagon Club	1	\$200
Dr. and Mrs. John Windle	1	\$200

SPECIAL AWARDS

Edward S. Phinney Memorial Scholarship: This memorial scholarship has been established to honor the late Dr. Edward S. Phinney, Vice President for Academic Affairs. Dr. Phinney was Dean of the College from 1967 to 1973. The scholarship will be given each year to a student who has achieved academic excellence while attending Missouri Southern State College.

Edna C. Drummond Memorial Scholarship: The intent of this scholarship is to give appropriate recognition for academic excellence and for the purpose of assisting students in the science department. The number of scholarships awarded each year varies. Miss Drummond was a former instructor of Joplin Junior College from 1938 to 1955.

Spencer F. Bartlett Respect Award: The intent of this award is to give special recognition to a graduating male and female student who has the greatest respect for God, U. S. of America, and has maintained average grades or better while attending Missouri Southern State College. The amount of the award varies each year.

PERFORMING AIDS & AWARDS

Awards are made to individuals who have demonstrated success or high potential in basketball, football, music, dramatics, math, forensic and journalism. These individuals must show satisfactory progress in these college performance areas in order to continue the aid. Applications for performing aids should be made to the director or sponsor of the particular activity.

Basketball Coach
 Football Coach
 Dramatics Coach
 Forensic Director
 Director of Math League
 Director of Music Activities
 Director of the School Paper (Chart)
 Director of the School Yearbook (Crossroads)

STUDENT PERSONNEL SERVICES

WORK

Student Employment

The college Student Employment program is a work program set up by the college to assist those students who desire employment while attending school. In this program students may work 15 hours a week while attending classes and up to 40 hours a week during the vacation periods. Preference is given to those students who are qualified to fill the job openings and have had experience in fields related to the job openings. Employment is on campus only.

Federal Work-Study Program

The Federal Work-Study program is a program whereby students who must have a job to help pay for college expenses may be employed by the college or certain other non-profit agencies. Preference must be given to students from low-income families. In this program students may work 15 hours a week while attending classes and up to 40 hours a week during summer and other vacation periods when they do not have classes.

LOANS

Nursing Loan

This program has been established to assist those students who wish to complete requirements for nursing. Maximum amount loaned per year is \$2500. These loans are given at three percent (3%) interest. Interest begins nine months after the students leaves school. This loan has a cancellation clause. (See Financial Aids Office.)

Law Enforcement Loan

This program has been established to encourage students to enroll in the Law Enforcement Program. These loans carry an interest rate of seven percent (7%) with special consideration given to law enforcement officers who are presently employed full-time. This loan has a cancellation clause.

National Direct Student Loans

High school graduates who are accepted for enrollment at Missouri Southern State College and who need financial assistance to pay enrollment fees and other costs are eligible for student loans. The loans bear no interest until nine months after the student ends his studies. This applies whether the individual remains a student at Missouri Southern State College or transfers to another institution. Nine months after the student ceases his studies the unpaid balance of the loan begins to draw interest at the rate of three percent (3%) per year. Repayment of the loan may be as low as \$30.00 per month and, depending on the amount of the loan, may be extended over as much as a ten-year period. Repayment of these loans may be deferred up to a total of three years while a borrower is serving in the Armed Forces, with the Peace Corps, or VISTA.

Bank Guaranteed Loan

The Guaranteed Loan Program is administered jointly by the Office of Financial Aids and the area banks and financial institutions. Under this program, a student may borrow from a financial institution up to \$2,500 per

STUDENT PERSONNEL SERVICES

year. The criteria for eligibility is the need for financial assistance to meet educational expenses. The student pays no interest while attending an eligible college, business college or technical or vocational school. Repayment of the principal and seven per cent (7%) interest begins nine months after the student ends his course of study. Repayment of this loan may be made in minimum monthly payments of \$30. This loan program does not have any forgiveness provisions. In the event of the borrower's death or total permanent disability, the entire loan is cancelled.

Educational Opportunity Grants

Missouri Southern State College has funds for a limited number of Educational Opportunity Grants. Under this program grants may be awarded to students with exceptional financial needs.

Students who have received EOG funds in prior semesters at Missouri Southern State College or other institutions will be given preference. This type of financial assistance must be matched with other types of aid such as scholarship, work, or loans.

Small, Short-Term Loans

- David Pearl B'Nai B'Rith Loan Fund
This fund was established in memory of David Pearl, a member of the above fraternal organization.
- Mitchell Loan Fund
This fund was established in memory of Thomas Mitchell.
- Joplin Business and Professional Women's Club Loan Fund
This fund was established to assist students in need.
- Arnold E. Irwin Loan Fund
This fund was established to assist students in need.
- Arnold E. Irwin Loan Fund
This fund was established in memory of Mr. Irwin who was a faculty member of Joplin Junior College.
- Patricia Smith Memorial Loan Fund
This loan fund was established in 1969 in memory of a former Missouri Southern State College student by the Joplin Exchange Club and friends.
- Edna F. Gaither Memorial Fund
This fund was established in memory of Edna F. Gaither who was a teacher in the Joplin school system for 50 years.
- Joplin Life Member Club Telephone Pioneers Loan Fund
This fund was established to assist students who need financial assistance for the academic year.
- Joplin Rangeline Lions Club Emergency Loan Fund
This fund was established to help students who have an emergency. These funds are available immediately and were provided by the Lions Club so that the problems of finance would not be a part of the student's emergency.
- Dan Howard Memorial Fund
This fund was established to assist students in need who are studying in the fields of Nursing, Pharmacy, Optometry, and Medicine.

How To Apply For Financial Aid

1. Complete the admission application form and pay the \$5.00 admission fee.
2. Complete the financial aid application that pertains to the type of aid you

STUDENT PERSONNEL SERVICES

are requesting.

3. You are required to file your 7th semester transcript only when you are applying for scholarships. If you are a transfer student, you must submit a transcript from the school you last attended.
4. In order to complete admission requirements, you must send to the admissions office upon graduation your completed 8th semester transcript.

Applicants for financial aid must have completed a satisfactory financial aids program well in advance of each semester's registration and have on file in the Financial Aids Office all application forms.

Applications for Performing Aids and Awards should be made directly to the faculty member in charge of the program.

For further information regarding financial aid write or call:

OFFICE OF FINANCIAL AIDS
Missouri Southern State College
Newman and Duquesne Roads
Joplin, Missouri 64801
417-624-8100

Residence Facilities

Limited college residence facilities are planned for those who are enrolled as full-time students in Missouri Southern State College.

Two permanent residence halls, one with 212 accommodations for men and one with 112 accommodations for women, are available. They are located at the heart of the campus near the new College Union, the library, classrooms, and the gymnasium.

The large first floor lounge and recreation areas are the central features of each building. A complete vending machine complex, a library, and study areas are available on the first floor of each of these buildings. Each room will have beds, closets, built-in desks and desk chairs. Coin operated laundry facilities are available in the Halls. Private telephones may be installed in each room with the occupants assuming responsibility for the installation charges plus the monthly telephone bill.

Contractual Arrangements for Residence Halls

An application and contract accompanied by a \$40 security deposit fee is required for reservation in a College Residence Hall. This is a combined contract for room and meals. The \$40 security deposit is forfeited if the contract is cancelled after July 31 for the fall term, or in case of new students, after December 31 for the spring term. The College retains the \$40 as a security deposit as long as the student is in residence and this deposit is not applicable to the housing account. The deposit will be refunded upon termination of the contract if all terms of the contract are fulfilled.

This contract is effective for the entire academic year (fall and spring semesters); or is effective for the remaining portion of the academic year when entered into after the beginning of the fall term.

A student may request cancellation of the contract at the end of a term because of completion of graduation requirements or if an emergency beyond his control necessitates his withdrawal from school. If this request is filed with the Housing Director at least 30 days before the end of the term, and if approved, the deposit may be refunded unless there is a damage

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charge, outstanding account, or other violation of the contract. Students should refer to contract for detailed terms.

The College reserves all rights in connection with room assignments which are made in the order in which applications are received. Students' preferences are considered, but there can be no guarantee that assignments will be made in accordance with the preferences.

The residence halls and food services are operated on a non-profit basis by the College, and the established rates are subject to change by action of the Board of Regents. Twenty meals are served each week.

Residence hall rooms may not be occupied by students earlier than 24 hours before they are required by the College to be in attendance. Students are to vacate rooms 24 hours after the term officially closes.

Reservations in residence halls are not held beyond 36 hours after the student is required to be on campus unless special arrangements have been made with the Housing Director.

The College is not responsible for the loss of, or damage to, any personal property of students. Parents should arrange for insurance coverage of personal property within the framework of their regular household policies.

Housing and Food Service Rates

The following rates are based on advanced payments for the semester. Payments on any other basis must be approved by the Business Office

	Board and Room Per Semester
Men's Residence Hall	\$440.00
Women's Residence Hall	\$440.00

College Union

The College Union is a social, cultural, recreational, and service center for student, faculty, and alumni. The activities in this building are planned and directed by the College Union Board.

On the ground floor are located various offices, the bookstore, the lounge, and a snack bar.

The ballroom and special meeting rooms are located on the upper level of the College Union.

The cafeteria, the faculty lounge, and the food service offices are located on the main floor. An elevator connects the three floors.

Social Standards

A student attending Missouri Southern State College is expected to maintain a high standard of moral conduct. Forfeiture of the privilege to attend may result from unsatisfactory conduct. Students are expected to demonstrate maturity in their judgment.

Appropriate dress is expected on the campus during the regular school day.

Missouri Southern State College does not permit the use of alcoholic beverages on campus. Any violation to this rule is subject to disciplinary action.

Smoking is prohibited in the library and in classrooms.

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Career Counseling and Placement Services

The Placement Office, usually associated with the task of matching people and jobs, offers an equally important service through career counseling, aiding students in clarifying their educational and vocational objectives. An understanding on the part of the student of his interests, aptitudes, limitations, etc. and a knowledge of the world of work makes matching an individual's qualifications with a job much easier and certainly more gratifying to all parties concerned. Students are invited to use career counseling and placement services early in their pursuit of a formal education.

Although Missouri Southern State College is considered to maintain centralized placement services, the Placement Officer coordinates the functions of his office with other guidance and counseling services available to students on campus. The services more specifically related to finding employment are centered in the Placement Office.

A collection of information folders supplied by major business establishments, industries, governmental agencies and educational institutions are made readily accessible in the Placement Office Library. A record of current information on job opportunities and announcements of on-campus interviews is either posted on bulletin boards or bound in notebook form for student use. Students are invited to visit the Placement Office regularly.

Candidates for graduation must register with the Placement Office. Registration involves answers only to several basic questions. Since employers usually request credentials of a potential employee before making final judgment on their selection, most graduates will want to develop a set of credentials for the Placement Office files. The Placement Office personnel provide assistance in the development of credentials. Credentials are retained in the Placement Office files indefinitely and may be updated, declared inactive or activated only by the student upon written request.

Student Health Center

A Student Health Center is available and is staffed with a full-time registered nurse and the services of a physician are available upon call. This new facility was designed with the latest health techniques in mind.

The out-patient clinic hours for the school year will be announced in September. No charge will be made for service during these hours but students are expected to pay for drugs, EKG's, X-rays, ambulance service or minor surgery, except where covered by any insurance the student or his family may have. The College reserves the right to adjust benefits to the students within the limits of the funds made available for the health services through incidental fees paid by students.

Student Insurance

A voluntary accident and sickness insurance plan for students at Missouri Southern State College is available. It is designed as a supplement to the health services already offered to all full-time students through the Health Center. This voluntary insurance program also covers emergencies and provides further protection while the student is away from the campus on weekends or on vacation, including the summer months.

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Counseling and Testing Center

The Counseling and Testing Center is located in the Student Personnel complex on the first floor of Hearnes Hall. The services of the Center are available without cost to Missouri Southern State College students.

Assistance is offered the student in dealing with academic, vocational and personal decisions which may help the student to realize his or her potential.

A library of career and vocational information is available to the student as well as information about graduate schools. Vocational interests and aptitude tests are available without charge to students of the college.

Information and/or registration forms are available for many national tests (i.e. Graduate Record Exam (GRE), Medical College Admission Test (MCAT), Admission Test for Graduate Study in Business (ATGSB), etc).

The Center serves as a national test center for the College Level Examination Program. CLEP. Information and registration for college credit by examination is available from the Center.

Veterans

The College is approved by the Veterans Administration to offer programs for veterans eligible under the provisions of Public Laws No. 894 and No. 550 and for those attending under the War-Orphans Act: Public Law 634.

Student Affairs

Opportunities for participating in a wide variety of out-of-class activities are provided at Missouri Southern State College. Students are encouraged to investigate the wide choice of activities and are invited to participate in one or more of these aspects of the College program.

Student Senate—The responsibility for student government rests not only with the student officers and student boards and committees but also with each member of the student body. The growth and development of Missouri Southern State College student government will be proportionate to the participation by the students.

The Student Senate serves as the governing body for students and acts as an intermediary between the faculty and student body. Members of the Student Senate gain experience in the functions of a student government and strive to promote the objectives of the Student Body Constitution.

The membership of the Student Senate consists of the Student Body Executive Officers, the officers from each class, and a number of senators representing each class. The student body executive officers for the summer cabinet for the following year are elected late each spring. The class officers and student senators are elected early each fall. Interested students petition and campaign for office.

College Union Board—The activities in the College Union are planned and directed by the College Union Board. The College Union Board, composed of seven students and three faculty members, serves as an advisory board to the College Union Director.

The College Union Board began functioning in September, 1969. The Union Board has four major committees: cultural affairs, forum, recreation and films, and dance. The College Union Director, with the aid and advice of the College Union Board, attempts to provide varied activities for the student body.

STUDENT PERSONNEL SERVICES

Students serving on the College Union Board are elected each spring. Qualified students are urged to file for election to these offices. The Dean of Women, Dean of Men, and one faculty member, appointed by the Dean of Student Personnel Services, complete the ten member board.

STUDENT ORGANIZATIONS

The College encourages student organizations which provide for the professional, social, academic, divisional, religious, political, or service interest of the students. New organizations may be established when approved by the Student Government and the College Administration.

Student Government

Student Senate
College Union Board

Honor Groups

Alpha Psi Omega
Phi Theta Kappa

Classes

Senior Class
Junior Class
Sophomore Class
Freshman Class

Religious Organizations

Baptist Student Union
Ecumenical Campus Ministry
Inter-Varsity Christian Fellowship
Koinonia

Departmental Groups

Art League
Association for Childhood Education
Auto Technology Club
Beta Beta Beta
Chi Epsilon Phi
College Players
Computer Science League
Epsilon Gamma
International Club
Lambda Epsilon Epsilon
Mathematics Club
Modern Language Club
MSSC Compass Club
Missouri Southern Student Education Association

General & Service Organizations

Afro-American Society

Chess Club
Cheerleaders
Circle K Club
Council on International Relations & United Nations Affairs (CIRUNA)
Men's Residence Hall
MSSC Soccer Club
MSSC Veteran's Organization
Rotaract
Women's Residence Hall
Young Democrats Club
Young Republicans Club

Lettermen's Club

Psychology Club
Rho Epsilon Chi (Phys. Ed.)
Society for the Advancement of Management
Sociology Club
Student Nurses Association

Social Fraternities

Kappa Alpha
Sigma Mu

Social Sororities

Delta Gamma
Lambda Beta Phi
Zeta Tau Alpha

STUDENT INTERESTS

Athletics—Missouri Southern State College, having become a four-year institution as defined by athletic associations, has received membership in

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the National Association of Intercollegiate Athletics. The college participates in the following intercollegiate activities: basketball, football, track, baseball, golf, and tennis.

To be eligible for participation, students must meet the scholastic requirements of the NAIA.

The Chart staff publishes 18 issues of the College newspaper. Throughout the year the editorial division uses the work of many reporters, feature writers, cartoonists, and typists. The business staff offers experience in advertising, salesmanship, and secretarial practices. Those wishing to freelance should attend weekly staff meetings.

The Crossroads (The College Yearbook) is produced by a student staff with faculty sponsors. The annual Crossroads Ball is climaxed by the crowning of the Crossroads Queen. Students who work on the yearbook staff receive valuable experience in school publications.

Debate—A forensics program featuring college debate offers opportunities to any student interested in argumentation. An intercollegiate debate team was first organized in the fall of 1970.

Music—Participation is available for all qualified students in Choir, Vocal Ensemble, Marching Band, Concert Band, Stage Band, Brass Choir and Orchestra with instructors consent.

Theatre—The speech and drama department sponsors four major drama productions in the campus theatre for which all MSSC students are eligible to try out. Advance announcement is made before each try-out. In addition to the major productions, there are experimental and reader's theatre presentations and performing workshops. Sponsored by the local chapter of Association for Childhood Education and presented by the speech and drama department, a series of children's plays are presented each year at the local junior high schools. Try-outs for these are open to every full time MSSC student in good academic standing.

The Winged Lion is a creative arts magazine featuring student contributions in art and literature. This student-edited publication provides a creative outlet for students and is published once each fall and spring semester. Opportunities exist for those interested in editing and publishing as well as in creative contribution.



ACADEMIC REGULATIONS

ADMISSION AND EVALUATION OF TRANSFER CREDITS

1. Admission Direct from High School.

A. Residents of Missouri. Any resident of Missouri who, (a) is a graduate of an accredited high school, (b) has participated in the American College Testing Program, (c) presents a history of his health (form provided), and (d) pays a \$5 non-refundable application fee, is eligible for admission to Missouri Southern State College.

B. Non-Residents of Missouri. A non-resident of Missouri in order to be eligible for admission to study as a first time freshman, (a) must be a graduate of a high school accredited by the Regional Association or by an appropriate accrediting agency of his home state, (b) must have participated in the American College Testing Program or a similar acceptable battery of tests, (c) must rank scholastically among the upper two-thirds of the members of his graduating class, (d) must present a history of his health, (forms provided), and (e) must pay a \$5 non-refundable application fee.

2. Admission as a Transfer Student.

Students transferring from another collegiate institution, (a) must have official transcripts sent to the Director of Admissions by the Registrar from each institution attended, (b) must be eligible to return to their last institution, (c) must present a history of his health, (forms provided), and (d) must pay a \$5 non-refundable application fee. Students seeking admission from other colleges with 55 transfer credit hours or more, must present a minimum C (2.0 on A = 4) average.

3. Special Admission

A Missouri resident, 21 years of age or over, who has not graduated from high school may be admitted on a probational basis. A student admitted under this regulation must make a "C" average over his first semester's work to be eligible to return for the second semester.

4. International Students

Students not citizens of the United States, who wish to apply for admission, should write the Director of Admissions, Missouri Southern State College, for the proper application forms and instructions. Three basic concerns apply to international student applicants: (1) Academic competency; (2) Ability to read and speak the English Language adequately for college level study; and (3) Ability to finance the cost of education at Missouri Southern State College. All applicants from non-English speaking countries must pass the Test of English as a Foreign Language.

5. Credentials Required of Admission.

Students with no college experience are required to furnish credentials as follows for admission to the freshman class:

A. High School Transcript. An official transcript of high school credits showing that he has met requirements for graduation.

B. Application. The application for admission must be completed one week before the first day of registration (see college calendar).

ACADEMIC REGULATIONS

This includes all credentials required by the admissions office.

C. Application Fee. A fee of \$5 with the application for admission. (This fee is non-refundable and non-applicable to other college fees.)

D. Physical Examination. A certificate of health filled out and signed by the applicant.

E. Missouri Southern State College will require additional credentials from students whose application credentials raise questions about their acceptability into the student body. While the college makes every effort to give each applicant an opportunity for a college education, it reserves the right to deny admission when the College's ability to meet the need of the student and/or the welfare of the student body are in question.

F. Students who do not attend Missouri Southern State College within two (2) years after making application, must submit new credentials when seeking admission again.

G. Admission to Missouri Southern State College does not automatically confer admission to the nursing program, radiologic technology, dental hygiene, etc. In addition to meeting the admission requirements for the College, candidates who are interested in these health career programs are required to apply for admission to the department. Application forms may be obtained from the Department of Nursing Office, Kuhn Hall, the Radiology Department of St. John's Medical Center or the Dental Hygiene Department Office. Applications should be submitted prior to May 1, preceding the Fall Semester during which you wish to enter. Each application is reviewed by the Admission Commit-

tee of the respective department. See nursing department page 127, dental hygiene department page 85, or radiologic technology under affiliated programs for full information on admission and acceptance criteria.

H. Veterans who plan to attend under the G.I. Bill of Rights or Veterans' Orphans Act must present a certificate of eligibility at the time of registration.

Students transferring from other colleges must present the regular credentials listed above for freshman plus official college transcripts and statements of honorable dismissal from each institution attended after high school graduation.

Former Missouri Southern State College, Junior College of Jasper County, and Joplin Junior College students must inform the Office of Admissions of their intention to return. When necessary, these students will be required to update their credentials.

6. Placement Tests

Missouri Southern State College participates in the American College Testing Program. Scores from this test battery must be presented as an admission credential. These tests are administered at nationally approved test centers five times a year. Missouri Southern State College is a test center.

7. Report of Medical History

Each student enrolling at Missouri Southern State College for the first time, regardless of academic classification, must file a report of medical history. This "history" must be reported on the form provided by the Admissions Office.

ACADEMIC REGULATIONS

8. Resident Credits from Institutions of Equal Standing with Missouri Southern State College

Credits transferred from accredited colleges will be given full value in similar courses whenever possible. The amount of credit given for courses studied in other institutions may not exceed the amount given at Missouri Southern for the same length of time of instruction. Students may not transfer credits to satisfy more than one-half the major course requirements for a department unless he has the approval of the Dean of the College.

9. Transfer of Resident Credits from a Junior College

Credits will be accepted by transfer from a junior college to meet lower division requirements only. This means that students will not receive credit by transfer from a junior college for more than 64 hours. A minimum of 60 semester hours must be earned in a senior college. Upper division courses carrying a grade of D will not be accepted for credit at Missouri Southern State College. Transfer students must also take the senior year or 30 out of the final 36 hours in residence at Missouri Southern State College.

10. Correspondence and Extension Credit.

Missouri Southern will accept a maximum of twelve semester credit hours earned through correspondence and/or extension from another institution if that institution is fully accredited. A current student may not enroll in a correspondence course without prior approval of the Dean of the College.

11. Advanced Standing Examinations.

A student whose travel, employment, extensive readings or other unique educational experiences appear to have given him proficiency in a course required in his curriculum equivalent to that ordinarily attained by those taking the course in regular class, may be granted permission to take an advanced standing examination. This examination may be a subject matter test of the College Level Examination Program (CLEP) or a comprehensive test designed by the department to cover the subject more fully than a regular final examination.

In addition to having the above qualifications, a student in order to receive credit for an advanced examination must:

- A. Be enrolled in college at the time of the examination;
- B. Not have taken an examination over the course within the preceding six months;
- C. Not have credit in a more advanced course in the same field;
- D. Be working toward a degree at Missouri Southern State College;
- E. Have the approval of the head of the department in which the course is offered.

Students may initiate an examination in the CLEP Program by contacting the Director of Testing and Guidance. The cost of each examination is \$15.00. A student may initiate a departmental test with the head of the department. The cost of the test is \$15.00.

After the student has taken the CLEP Examination, the test will be graded in Princeton, New Jersey. Scores will be sent to both the Dean of the College and the student. If performance is equated as a "C" grade, the Registrar will record the credit.

ACADEMIC REGULATIONS

After a student has taken a departmental examination, the professor will transmit the grade to the Dean's Office. If performance is equated as a "C" grade, the Registrar will record the credit.

12. Validation Examinations.

A student who has earned credit in a course which Missouri Southern State College refuses to accept because of the method in which the course was taken, or because the institution at which the course was taken was not accredited, may apply for a validation examination. In order to qualify for a validation examination, a student must:

A. Be enrolled in college at the time he takes the examination;

B. Present the necessary evidence to prove that he has taken the course;

C. Get approval by the Registrar, the Division Chairman, and the Head of the Department in which the course is offered to take the examination;

D. To initiate the proceedings within the first eight weeks after entering college.

The student initiates his request for examination at the Registrar's Office. The Division Chairman and the Department Head will appoint a professor to construct, administer, and evaluate the examination. The result is reported to the Registrar who records the grade if it is "C" or above.

GENERAL REQUIREMENTS FOR GRADUATION

13. Catalog Used as a Basis for Degree Requirements.

A candidate for a degree may use as a basis for degree requirements the general catalog issued for any year

following the date of his first registration in the college, so long as it is not more than five years prior to the date the degree is to be conferred. The candidate must have been in residence during the year of the catalog selected. The degree requirements in this catalog, 1974-76, become effective June 1, 1974.

14. Degrees

Missouri Southern State College has two distinct divisions, junior and senior (or lower and upper). Both directed by the same Board of Regents, Administrators, and Faculty. Baccalaureate degrees are offered by the senior division and Associate degrees are offered by the lower division. Listed below are the degrees offered with the majors (areas of concentration) possible with this degree:

A. Bachelor of Arts

1. Art
2. Chemistry
3. English
4. History
5. Music
6. Political Science
7. Psychology
8. Sociology
9. Spanish
10. Speech and Drama

B. Bachelor of Science

1. Biology
2. Business Administration
3. Chemistry
4. Mathematics
5. Environmental Health
6. Medical Technology
7. Psychology
8. Management-Technology

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C. Bachelor of Science in Education

1. Art
2. Biology
3. Business
4. Chemistry
5. English
6. Spanish
7. Physical Education
8. Physical Science
9. Physics
10. Speech and Drama
11. Social Science
 - (a) History
 - (b) Political Science
 - (c) Sociology
12. Psychology-Special Education

D. Bachelor of General Studies

Individualization and flexibility are the features of the program leading to the Bachelor's Degree in General Studies. The program is designed for the student who finds that the present degree programs (majors) at the College will not enable him (her) to attain his (her) educational objectives. The program may or may not prepare a student for a particular occupation or entry into a professional school. Students should see the Registrar for full particulars of the program.

E. Associate of Arts

1. Pre-Agriculture
2. Pre-Dental
3. Pre-Engineering
4. Pre-Journalism
5. Pre-Medical
6. Pre-Optometry
7. Pre-Pharmacy

F. Associate of Science

1. Accounting
2. Automotive Technology
3. Computer Programming
4. Computing Analysis
5. Cosmetology

6. Data Processing
7. Dental Hygiene
8. Drafting and Design
9. Electronic Data Processing
10. Environmental Health
11. General Business
12. Law Enforcement
13. Machine Technology
14. Nursing
15. Radiologic Technology
16. Secretarial Science

G. Certificate of Achievement

The Certificate of Achievement is offered for one year of successful study in the computer science, dental assisting, and secretarial-typist curriculum. Certificates are also granted for the successful completion of some short-term specialized programs.

15. Baccalaureate Degrees

A. Residence—The student must have earned thirty out of the final thirty-six semester hours in residence at Missouri Southern State College. (This regulation does not apply to three-one affiliation programs.)

B. Credit Hours—At least one hundred twenty-four semester hours of college credit applicable to a baccalaureate degree are required to qualify for graduation.

C. Grade Point Average—A 2.0 cumulative grade point average on all credit hours attempted is required. The courses making up the major field of study must also carry a 2.0 or above. See the Department of Education for the special requirements in the Teacher Education Program.

D. Upper-Division Hours—A minimum of forty semester hours in upper division courses (those with numbers in the 300's and 400's) must be presented to meet the graduation requirements. Reasonable adjust-

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ments are made for three-one affiliation programs.

E. Time of Graduation—A student may complete graduation requirements at the close of any semester. Formal announcement of graduation is made and degrees are conferred at the close of the spring semester and summer session. All students completing graduation requirements since the preceding commencement are expected to participate in the commencement activities.

F. Major Field—A minimum of 12 upper division credit hours must be earned in the major field. The grade point average for courses making up the major must be 2.0 or above. A minimum of 15 semester hours must be taken at Missouri Southern State College.

G. Placement Services—Each degree candidate must register in the Placement Office.

H. Degree Candidacy Application—Each student must make application for degree candidacy when pre-registering for his final semester in the school year in which he is to receive his degree. The application form is available in the office of the Registrar.

I. Educational Methods Course—These courses, including student teaching, are applicable only to the Bachelor of Science in Education degree.

J. Correspondence and Extension Credit—A maximum of twelve semester hours of correspondence and extension credit may be considered for admission to the degree.

K. State Legislation Requirement—Sections 10373, 10374, 10374a, 10374b, 10374c (S.C.S. for S.B.4) of the Laws of Missouri, 1947 (6th General Assembly), prescribe that all candidates for a degree issued by the colleges and universities of Missouri must have completed courses

of instruction in and "satisfactorily passed an examination on the provisions and principles of the Constitution of the United States and of the State of Missouri, and in American History, including the study of American institutions."

Students may comply with the law (1) by completing courses embracing the subject matter specified by the law and receiving credit therein, preferably before admission to senior college work, or (2) by certification of the completion of such requirements in another collegiate institution.

All students who have completed the general education curriculum requirements in Area 4 meet the requirements of Missouri law. Out of state students who do not take Area 4 at Missouri Southern State College must pass a special examination on the new Missouri Constitution.

L. General Education Requirements—Missouri Southern State College has a program of General Education that contributes toward the development of the whole person, as an individual and as a member of society.

To accomplish this goal, the student pursues a carefully planned and correlated program of courses. The courses selected to fulfill the General Education requirements:

- (1) improve skills of communication and mathematical proficiency;
- (2) give an understanding of leading intellectual ideas of western civilization;
- (3) create an appreciation of our cultural and political heritage;
- (4) emphasize responsibility as a citizen;
- (5) aid in the development of

ACADEMIC REGULATIONS

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| creative and independent thought and expression;
(6) provide knowledge and understanding of the physical universe;
(7) develop awareness of the | importance of health and physical fitness; and
(8) afford experiences conducive to the development of strong character and personality. |
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BACCALAUREATE DEGREE

Area 1. Basic Requirements	Credit Hours Required
A. English Composition (Eng 101 and 102) (or achievement of the required competency level which can be done in 3 hours (Eng 111) or as many as 11 hours (Eng 100, 101, 102))	6
B. Speech (Select one)	3
100 Speech Techniques (3)	
101 Argumentation and Debate (3)	
210 Discussion Techniques (3)	
302 Business & Professional Speech (3)	
C. Mathematics (110 or above)	3
D. Physical Education:	4
P.E. Activity (2)	
Personal Health (2)	
Total for Area 1.	16 hours
Area 2. Humanities and Fine Arts	Credit Hours Required
Literature (at any level for which the student is qualified)	3
Select two courses:	6
Art (3)	
Drama (3)	
*Foreign Language (6-10)	
Literature (3)	
Music (3)	
Philosophy (3)	
Total for Area 2.	9 hours
Area 3. Natural Sciences	Credit Hours Required
Biology	4
Physical Science	5
Total for Area 3.	9 hours

ACADEMIC REGULATIONS

The Bachelor of Arts degree students, who must take foreign language as a degree requirement, may apply three hours of foreign language taken beyond the degree requirement toward the humanities and fine arts general education requirement.

	Credit Hours Required
Area 4. Behavioral and Social Sciences	
History 110 or 120 (U. S. History)	3
PSc 120 Gov't: National, State, Local	3
Select one:	3
Psychology	(3)
Sociology	(3)
Economics	(3)
History	(3)
Political Science	(3)
Geography	(3)
Total for Area 4.	9 hours
	Credit Hours
Area 5. Elective	3
A lower or upper division course, outside the student's major area, for which he is qualified.	
Total for Area 5.	3 hours
Total General Education Requirements	46 hours

* A combination of two courses, applicable to all degrees but the Bachelor of Arts.

16. Associate of Arts Degree

A. **Credit Hours**—A minimum sixty-two semester hours must be completed.

B. **Residence**—The last fifteen semester hours must be completed in residence at Missouri Southern State College.

C. **Grade Point Average**—Minimum cumulative and major field grade point average must be 2.0.

D. **Major Field**—The student must meet the course require-

ments of the particular pre-professional program he selects. Or, the degree may consist of the general education courses plus additional hours adding up to 62, as approved by the adviser and the dean of the college.

E. **General Education Requirements**—The degree requires completion of the general education requirements which are:

	Credit Hours Required
Area 1. Basic Skills	
1. English 101-102, English Composition	6

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Select one:		3
Speech 100, Speech Techniques	(3)	
Speech 101, Argumentation & Debate	(3)	
Speech 210, Discussion Techniques	(3)	
Select one:		3
Math 110, Introduction to College Math 1	(3)	
2. Math 130 College Algebra	(3)	
Total for Area 1		12 hours
1. Students who qualify for Eng 111 meet the composition requirements with this course.		
2. Higher level mathematics courses also satisfy this requirement.		
Area 2. Behavioral & Social Sciences		Credit Hours Required
History 110 or 120, History of United States		3
Select two:		6
Political Science 120, Government: National, State, Local	(3)	
History 200, Western Civilization	(3)	
History 202, Europe 1815 to Present	(3)	
Geography 211, Regions and Nations	(3)	
Geography 222, Economic Geography	(3)	
Psychology 100, General Psychology	(3)	
Sociology 110, Introduction to Sociology	(3)	
Economics 202, Principles of Economics	(3)	
Total for Area 2		9 hours
Area 3. Humanities and Fine Arts		Credit Hours Required
Any 3 hours of literature courses for which the student is qualified.		3
Select one:		3
Music 110, Music Appreciation	(3)	
Art 110, Introduction to Art	(3)	
Drama 110, Theatre Appreciation	(3)	
Philosophy 201, Introduction to Philosophy	(3)	
Total for Area 3		6 hours
Area 4. Natural Sciences		Credit Hours Required
Any biological or physical science		4
Total for Area 4		4 hours

ACADEMIC REGULATIONS

Area 5. Health and Physical Education	Credit Hours Required
Select one:	2
HPER 101-102, Introduction to Physical Activity (2)	
HPER 160, Personal Health (2)	
Total for Area 5	2 hours

Total general education credit required—34.

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| <p>17. Associate of Science Degree</p> <p>A. Credit Hours—A minimum of sixty-two semester hours must be completed.</p> <p>B. Residence—The last fifteen semester hours must be completed in residence at Missouri Southern State College.</p> <p>C. Grade Point Average—The minimum cumulative and major field grade point average must be 2.0.</p> | <p>D. Major Field—The student must meet the course requirements in the particular program of study he selects as approved by his adviser.</p> <p>E. General Education Requirements—The degree requires completion of the general education courses as well as those outlined in his major field of study. The general education required courses are:</p> |
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Area 1. Basic Skills	Credit Hours Required
1. English 101, English Composition	3
Select one:	3
2. Math 30, Programmed Course in Intermediate Algebra or higher (3)	
Math 110, Intro to College Math (3)	
3. Speech 100, Speech Techniques (3)	3
Total for Area 1	9 hours
1. Students who qualify may take Eng 111 to meet this requirement.	
2. Higher level mathematics courses also satisfy this requirement.	

Area 2. Social Sciences	Credit Hours Required
Select one:	3
History 110 or 120, History of the U. S. (3)	
Political Science 120, Government: National, State, Local (3)	
Select one:	3
Sociology 110, Introduction to Sociology (3)	
Sociology 152, Introduction to Anthropology (3)	
Psychology 100, General Psychology (3)	
Total for Area 2	6 hours

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Area 3. Humanities and Fine Arts	Credit Hours Required
Select One:	3
Drama 110, Theatre Appreciation	(3)
English 180, World Masterpieces	(3)
English 271, English Literature	(3)
Philosophy 201, Introduction to Philosophy	(3)
Music 110, Music Appreciation	(3)
Art 110, Introduction to Art	(3)
Total for Area 3	3 hours

Area 4. Natural Sciences	Credit Hours Required
Select one:	4
Biology 100, General Biology	4
Physics 100, Fundamentals of Physical Science	(5)
Chemistry 100, Introductory Chemistry	(5)
Total for Area 4	4 hours

Area 5. Health and Physical Education	Credit Hours Required
Select one:	2
1. HPER 101-102, Introduction to Physical Activity	(2)
HPER 160, Personal Health	(2)
Total for Area 5	2 hours

1. Physically restricted students may take HPER 100.

Total general education credits required—25

18. Physical Education Requirements.

All students are required to satisfactorily complete 4 hours of physical education before they are permitted to graduate.

Students should take these courses during the freshman and sophomore years. Students who meet the following conditions may be exempt from all or part of this requirement.

A. Students who transfer from colleges where physical education is not taught will be exempt from the

requirement as follows: (1) Students transferring less than 15 semester hours will not be exempt from any of the requirements; (2) Students transferring 15 to 29 semester hours will be exempt from 2 hours of physical education; (3) Students transferring 30 hours or more will be exempt.

B. Upon presentation of proper documentation to the Registrar, a veteran may petition for exemption from physical education.

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19. State Legislation Requirement.

Sections 10373, 10374, 10374a, 10374b, 10374c (S.C.S. for S.B.4) of the Laws of Missouri, 1947 (6th General Assembly), prescribe that all candidates for a degree issued by the colleges and universities of Missouri must have completed courses of instruction in and "satisfactorily passed an examination on the provisions and principles of the Constitution of the United States and of the State of Missouri, and in American History, including the study of American institutions."

Students may comply with the law (1) by completing courses embracing the subject matter specified by the law and receiving credit therein, preferably before admission to senior college work, or (2) by certification of the completion of such requirements in another collegiate institution.

All students who have completed the general education curriculum requirements in Area 2 meet the requirements of Missouri law. Out of state students who do not take Area 2 at Missouri Southern State College must pass a special examination on the new Missouri Constitution.

20. All Work Must Be Completed.

Degrees are conferred only at scheduled commencement exercises. If a

student completes requirements for a degree after a commencement date, his degree will be granted at the next scheduled commencement. He may receive a certified statement of completion of graduation requirements at the Office of the Registrar. No student will be permitted to participate in the commencement exercise unless his name appears on the commencement program.

21. Presence at Commencement Exercises.

A student ready for graduation must be present at commencement in order to receive his degree. A candidate may graduate in *absentia* with the permission of the Dean of the College.

22. Degree Candidacy Application.

Each student must make application for degree candidacy when pre-registering for his final semester in the school year in which he is to receive his degree. The application form is available in the Office of the Registrar.

23. Payment of Graduation Fees.

The graduation fee is due not later than the beginning of the semester in which the graduation takes place.

OTHER GENERAL REGULATIONS

24. Classification of Students.

Freshman: 0-28 hours

Sophomore: 29-55 hours

Junior: 56-89 hours

Senior: 90 and above

Special: Non-degree students, usually 21 years of age or over, ad-

mitted on the basis of maturity and ability, but who fail to meet regular-standing requirements or who plan to study for personal improvement only. These may qualify for regular standing by removing entrance deficiencies and by earning a minimum of C (2.0) average. Normally,

ACADEMIC REGULATIONS

there is a 32-hour limit. Credits earned as a special student may apply toward a degree when regular standing is attained and if the credit earned is regularly applicable toward a degree. Students who have attempted a degree program and who have failed to maintain normal progress toward graduation, may at the discretion of the proper college authorities, be directed into non-degree, occupational preparation programs as special students.

Post Graduate: Persons having completed a baccalaureate degree but taking courses for purpose of teacher certification, job preparation, an additional degree, or personal profit.

Transient: Students in good standing at other colleges and universities wishing to enroll at Missouri Southern State College for the purpose of transferring back to their institutions the credit earned. Admission requires completion of the application form, payment of the \$5.00 application fee, and a statement of good standing from the Dean or Registrar of the student's home college or university.

Full-Time: A student enrolled for 12 or more semester hours.

Part-Time: A student enrolled in 11 or less semester hours.

25. Dual Credit.

A student who desires to earn credit concurrently at another institution or through correspondence, extension, advanced standing examinations, or USAFI examinations while enrolled in residence at Missouri Southern State College must secure advanced approval from the Dean of the College. Exception: Armed Forces Personnel will be granted sixty days from the date of their first enrollment to establish, through USAFI examinations, advanced standing in subject matter which

they mastered while in the Armed Forces.

26. Transcript Below "C" Average.

Students who are accepted with a below "C" transcript and who are below the minimum standards for progress, paragraph 39, will be placed on Academic Probation. Missouri Southern State College accepts all grades from any equally accredited institution including both "D's" and "F's."

27. Grade Reports.

Grade reports are normally available within one week after the semester closes.

28. Mid-Semester Grades.

All students earning a "D" or an "F" in any course will receive a report following the eighth week of each semester. The Summer report will be received following the fourth week.

29. Maximum Credit Hour Load.

All hours enrolled in above 17 shall be regarded as excessive and shall require a written petition signed by the student's division chairman. Exception: Students in Music may carry 20 hours without petitioning for excessive hours.

30. Late Registration.

No student will be permitted to enroll in a regular semester after the second week of classes and in a summer session after one week of classes. Any student enrolling after classes begin will pay a late enrollment fee.

31. Withdrawing from School.

A student who wishes to withdraw will initiate his withdrawal in the Of-

ACADEMIC REGULATIONS

fice of Student Personnel (Hearnes Hall 120). A student who withdraws prior to the end of the twelfth week of a regular semester and the end of the sixth week of a summer session will receive a "W" on his permanent record. If the student withdraws after these deadlines, his courses will be listed on his permanent record with a grade of "F." Students who leave school without officially withdrawing shall receive grades of "F" in all courses.

32. Dropping Courses.

A student may initiate the dropping of a course in the Registrar's Office. Deadlines and grades cited in paragraph 32 apply.

33. Adding Courses.

A student may initiate the adding of a course in the Registrar's Office. A student will be permitted to add a course only upon the approval of his advisor. A fee of \$2.00 will be charged each time a student changes his program not at the request of the college. No course may be added after the second week of classes in a regular semester and after the first week of classes in the summer session.

34. Class Attendance

The primary objective of student and professor is the student's attainment of course goals. It is recognized that normally those students who achieve well are regular in class attendance. The professor, when giving a final semester grade, bases his evaluation on how well the student has achieved the course goals.

The student who misses a class does it at his own risk. He must assume the responsibility for work missed because of class absences. Professors are willing to assist students

whose absences are caused by valid illnesses, college approved activities, and extenuating circumstances. The professor may require whatever evidence he needs to support the reason for absence. If a student is absent two class meetings more than the credit hours of the course, regardless of the reason, the professor can request that the student be dropped from the course.

Because the attendance record is significant to the total record and useful in guidance and counseling, the professor keeps a record of individual class attendance. When he believes the absences are excessive he will report the fact to the Student Personnel Services and they will in turn counsel with the student. The total number of student absences in a class will be reported to the Registrar's office along with the final grade at the end of the semester.

The student should be aware that absenting himself from the class invariably has a built-in penalty of lower academic achievement. Excessive absences usually result in failure to achieve the course goals.

35. Grading System.

Grade	Grade Points
A—Superior.....	4
B—Above Average.....	3
C—Average.....	2
D—Minimum Passing.....	1
F—Failing.....	0
W—Withdrawal.....	0
I—Incomplete.....	0
Au—Audit (registration without credit)	
Cr—Credit (course passed with no specific grade)	

An incomplete must be made up by the end of the next semester or it will automatically be converted into an F. The student is to arrange with his

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professor the work essential to change the incomplete into a regular grade. Both credit and grade points are suspended until the incomplete (I) is converted to either a passing grade or an F.

A grade point average (GPA) at the end of any semester is the total number of grade points earned divided by the total number of hours attempted.

36. Official Transcripts.

An official transcript of the student's academic record bears the registrar's signature and the college seal. Missouri Southern State College assumes no responsibility for the accuracy of a transcript after it leaves the registrar's office.

Up to two weeks must be allowed after the close of a semester for the issuance of an up-to-date transcript. The transcript request must be made in writing. Each student is entitled to two (2) free transcripts. Additional copies cost \$1.00 each. No transcript will be issued unless all bills to Missouri Southern State College are paid or are current according to agreement with the business office.

37. Auditors.

With the consent of the chairman of the division and the instructor concerned, a student may be admitted to a course as an auditor. Auditors must be registered and pay fees as a regular or special student. They receive no college credit.

38. Good Standing and Eligibility.

Students enrolled at Missouri Southern State College are in good academic standing when they meet the normal progress toward graduation as described below. Those fall-

ing below the prescribed norm will be placed on academic probation. Persons failing to achieve normal progress toward graduation during the probationary period are subject to academic suspension.

Those students competing in inter-collegiate athletics or in organizations representing the college off campus are ineligible to participate in these programs when they fall below the norms set for minimum standards of progress.

39. Standards of Progress Toward Graduation.

A student's cumulative grade point average (GPA) is used to evaluate his progress. If the grade point average falls below the minimum standards of progress, his work is considered unsatisfactory.

Progress toward a degree is computed on the following grade point averages:

For Associate Degree Candidates	
Hours Attempted	Grade Point Avg.
1-17 semester hours	1.5
18-33 semester hours	1.6
34-43 semester hours	1.75
44-55 semester hours	1.9
56 and above	2.0

For Baccalaureate Degree Candidates	
1-17 semester hours	1.5
18-33 semester hours	1.6
34-46 semester hours	1.75
47-62 semester hours	1.8
63-77 semester hours	1.85
78-93 semester hours	1.9
94-107 semester hours	1.95
108 and above	2.0

40. Academic Probation, Suspension, and Reinstatement.

Each student should consider a grade point average of less than 2.0 as a warning.

ACADEMIC REGULATIONS

Those falling below the standards of progress toward graduation will be placed on academic probation. If the grade point average is not raised to the minimum standard of progress during the probationary semester, the student is subject to immediate academic suspension from the college.

A student receiving academic suspension must stay out of Missouri Southern State College one semester. Toward the close of the semester he may apply to the Director of Admissions for reinstatement. This petition must be completed two weeks before the first day of registration for the next semester. The Director of Admissions, within the framework of College policy, will notify the student whether and on what conditions he can be readmitted. Readmission will be considered only in cases where the student can present positive academic evidence that indicates a high probability of future academic success. The grade points needed to reach minimum progress toward graduation must be within the student's capability.

41. Repetition of Courses

A course in which a student has made a grade of D or F may be repeated only once. The grade and grade points in the first attempt will be cancelled and the second grade will be used in computing grade point averages.

42. Honor Roll

Dean's Honor Roll—To be placed on the Dean's Honor Roll, the student must be an undergraduate in regular standing and earn a minimum of 3.5 out of a possible 4.0 points on twelve or more semester hours during the fall and/or spring semesters.

43. Graduation Honors.

In recognition of superior scholarship, the college awards honors to associate degree and baccalaureate degree graduates as follows:

Associate Degree. The student must have completed a minimum one half of the hours required for the degree in residence at Missouri Southern State College. The cumulative grade point average required to receive First Honors is 3.75; Second Honors, 3.65; and Third Honors, 3.50.

Baccalaureate Degree. Cum Laude is awarded those student who have a cumulative grade point average of 3.3.

Magna Cum Laude is awarded those students who have a cumulative grade point average of 3.7.

Summa Cum Laude is awarded those students who have a cumulative grade point average of 3.85.

Eligibility for any one of the three honors also requires the candidate to study all his junior and senior years at Missouri Southern State College and earn a minimum 60 semester hours of credit.

44. Course Numbers and Levels.

Course Numbers:

- 0-99 Not applicable toward baccalaureate degree.
- 100-199 Primarily for freshmen.
- 200-299 Primarily for sophomores.
- 300-399 Primarily for juniors.
- 400-499 Primarily for seniors.

Normally courses numbered 100-299 are considered junior or lower division level courses, and those numbering 300-499 are senior or upper division level courses. There are

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more significant distinctions between the sophomore and junior years than within the levels of the lower and upper divisions.

The student should check the catalog description of the course to see whether the second semester of a sequence course makes the first semester prerequisite.

Freshman are not permitted to take any course above the two hundred level unless qualified by advanced placement tests. The exception is infrequent.

All courses offered by this college are listed beginning on page 68 of this catalog. Immediately following each course title is a letter abbreviation of the semester in which this course is to be offered. Students and faculty should use this as a guide in considering future enrollment. HOWEVER, THIS SHOULD NOT BE INTERPRETED AS A CONTRACT. MISSOURI SOUTHERN STATE COLLEGE RESERVES THE RIGHT TO DEVIATE FROM THIS COMMITMENT WHEN ENROLLMENT, OR OTHER FACTORS DICTATE.

45. Course Numbering System.

Missouri Southern State College has adopted a course numbering consistent with a national system and designed for computer processing. In this system there are listed large areas of knowledge and training, and within each area there are subdivisions. Missouri Southern is using a seven-digit number, such as 0502-101. The number 05 identifies the large

area of Business Management. The number 02 identifies a subdivision of accounting. The first four numbers, then, are the new standardized national system of numbering, and the last three numbers are Missouri Southern's system of numbering her individual courses within each department.

Below are two lists: First, the list of the large divisions available at Missouri Southern. Second, the list of the departments with their symbols and numbers.

Large Academic Divisions of Knowledge and Training [Baccalaureate Degree Level]

- 04 Biological Sciences
- 05 Business and Management
- 06 Communications
- 08 Education
- 10 Fine and Applied Arts
- 11 Foreign Languages
- 12 Health Professions
- 15 Letters
- 17 Mathematics
- 19 Physical Sciences
- 20 Psychology
- 22 Social Sciences

Technological and Occupational Curriculums [Associate Degree Level]

- 50 Business and Commerce Technologies.
- 51 Data Processing Technologies
- 52 Health Services and Paramedical Technologies
- 53 Mechanical and Engineering Technologies
- 54 Natural Science Technologies
- 55 Public Service Related Technologies

DEPARTMENTS, THEIR SYMBOLS, AND THEIR NUMBERS AT MSSC

Accounting (Acct) 0502
Art (Art) 1002, 03
Automotive Technology (Auto) 5306
Aviation (AV) 5302

Biology (Bio) 0401 to 0499
Business, General (GB) 0501, 03, 06, 99
Chemistry (Chem) 1905, 06, 07, 08, 99

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Computer Science (Comp) 5101, 02, 03, 04

Cosmetology (Cos) 5013

Dental Assistant Technology (DAT) 5202

Dental Hygiene Technology (DHT) 5203

Drafting and Design (DD) 5303, 04

Economics (Econ) 0517

Education (Educ) 0802, 03, 10, 11, 16, 17, 21, 27, 29, 30, 33, 34, 99

English (Eng) 1501, 02, 03, 99

Foreign Language:

French (Fren) 1102

German (Ger) 1103

Spanish (Span) 1105

Geography (Geog) 2206

Geology (Geol) 1914

Health Facilities Administration (HA) 5218

Environmental Health Technology (EHT)

(4-Yr.) 1299

(2-Yr.) 5408

History (Hist) 2205

Journalism (Jour) 0602

Law Enforcement (LE) 5505

Machine Technology (MT) 5315

Marketing and Management (MM) 0509

Mathematics (Math) 1701, 02, 03, 99

Music (Mus) 1004, 06

Nursing (Nur) 5208

Office Administration (OA) 0514

Philosophy (Phil) 1509

Physical Education, Health,

Recreation (HPER) 0835, 36, 37

Physics (Phys) 1901, 02

Political Science (PSc) 2207

Psychology (Psy) 2001, 02, 05, 06, 09, 10, 11, 22, 99

Radiologic Technology (RT) 5207

Sociology (Soc) 2208

Speech and Drama:

Drama (Dr) 1007

Speech (Spch) 1506



THE CURRICULUM

DIVISIONAL ORGANIZATION AND OBJECTIVES

The college is organized into four divisions three of which have a chairman as its executive. The fourth is directed by an associate dean. The divisions are subdivided into departments. The divisions and departments are under the administrative supervision of the Dean of the College.

The divisional objectives and programs are as follows.

I. Division of Business Administration (Departments of accounting, economics and finance, general business, marketing and management, and office administration):

(1) Preparing individuals to enter the business community and perform effectively and responsibly in the diversified areas of industry, commerce and government; (2) Preparing individuals for positions of responsibility and leadership; (3) Preparing individuals to teach business subjects on the secondary level; (4) Provide a background sufficient to successfully pursue advanced degrees in the diversified areas of business.

It is the primary purpose of the Division of Business Administration to continuously develop and improve the caliber of instruction, programs, and courses which will achieve these objectives and, thereby, fulfill the educational needs and goals of the individuals previously mentioned.

The Division of Business Administration offers three baccalaureate degree programs:

1. Bachelor of Science In Business Administration with majors in:
 - (a) Accounting
 - (b) Economics & Finance
 - (c) General Business
 - (d) Marketing & Management
2. Bachelor of Science with a major in Management-Technology.
3. Bachelor of Science In Education with a major in Business Education (two plans).

In addition, several Associate Degree and short-term business programs are offered. These programs are described under Pre-Professional and Technical Curricula.

II. Division of Education and Psychology (Departments of elementary education, secondary education, health, physical education and recreation, and psychology):

THE CURRICULUM

The programs of this division are designed to reflect the following general aims:

(1) To prepare persons who demonstrate by their behavior the professional, social, emotional, and intellectual maturity necessary to perform effectively as elementary and secondary school teachers; (2) To prepare persons who display a meaningful philosophy of living and a dedication to service; (3) To prepare persons who indicate in their daily lives a concern for and knowledge of good physical and mental health; (4) To teach creative and beneficial leisure-time activities that will serve the student throughout life; (5) To prepare persons with a degree of understanding in the area of psychology which is necessary to perform well as a graduate student or to be of service to society in a service vocation.

The division provides specific course work leading to the degrees of Bachelor of Science in Education, Bachelor of Arts with a major in Psychology, Bachelor of Science with a major in Psychology, and a Bachelor of Science in Education with a major in Special Education-Psychology.

More specifically the Department of Education is responsible for the teaching and coordinating of the professional education sequence in the Bachelor of Science in Education degree. It also administers the major programs in elementary education and special education. The department of Health, Physical Education and Recreation serves the basic requirements for all college students, provides a major in professional physical education, and provides minors in driver education instruction and athletic coaching. The Department also supervises the women's and men's intramural sports programs.

III. Division of Arts and Sciences:

Objectives of Departments of art, language and literature, music and speech and drama

These departments comprise those areas of learning in which the student is made aware of some of mankind's greatest thought and noblest art. Through the study of art, journalism, language, literature, music, philosophy, speech, and drama, the student enlarges his capacity to express himself and at the same time develops his ability to comprehend and appreciate the creative efforts of others.

These departments are concerned with creative self-expression, although distinct in that each is a specific discipline or area of study.

A. Viewed in relation to the total college curriculum, the functions of the departments are twofold:

DIVISIONAL OBJECTIVES

1. General Education—Certain courses offered in every area of Humanities and Fine Arts are especially designed to make available to each student skills and understanding which greatly add to his personal development, regardless of his specialization. (a) Through courses in English and speech he will increase his ability to read, write, and speak his own language and deepen his understanding of its literature. (b) By studying foreign languages, he will learn to communicate with people of other nations and to appreciate the intellectual contributions of cultures other than his own. (c) Through participation in drama, he will develop poise and power of oral expression. (d) In a guided study of the masterpieces of music and art, he will learn to enjoy and appreciate world treasures. (e) In philosophy, he will become familiar with the problems of knowledge, the natural world, and society, and with the quest for the good life.

2. Major or Area of Concentration—To achieve a high level of competency in his special interests, a student elects an area of concentration. (a) Programs in art, English, foreign languages, speech, drama, and music form major areas for candidates for the Bachelor of Science in Education degree. (b) A lesser concentration in several of these areas is required for a Bachelor of Science in Education degree with a major in elementary education. (c) Students not planning to teach but desiring competency in an area may elect to receive a Bachelor of Arts degree for personal enrichment or as preparation for graduate study.

B. In addition to curricular functions, the departments exert a strong influence upon the cultural life of the college and community.

1. The musical and dramatic performing organizations offer opportunities for participation to all qualified students, thus serving as a valuable outlet for aesthetic self-expression.

2. The regular publication of the college newspaper, The Chart, not only provides practical experience for students interested in journalism, but also serves the college community and alumni with reports of college activities.

3. The creative arts publication written and edited by MSSC students, under the sponsorship of the Language and Literature and Fine Arts Departments, serves the dual purpose of providing an outlet for artistic and literary expression and practical experience in the editorial functions associated with publishing. Through this medium, young writers and artists may not only gain experience in the development of their talents, but also enrich the cultural resources of the college community. This is an opportunity that they and their editors have for speaking to

THE CURRICULUM

and for the other students, and, at the same time, for interesting, entertaining, and influencing all at MSSC.

4. Displays of art works by students and faculty in the Art Gallery and in the exhibits sponsored by Spiva Art Center, housed in the Gallery, stimulate the artistic community.

5. The services of members of the faculty of all departments to community organizations—professional, cultural and civic—aid in acquainting the public with the programs of the college.

Objectives of departments of biology, chemistry, geology, mathematics, and physics

To support the purposes and objectives of the college by correlating the various departments of science and mathematics in order to aid the student to: (a) become more knowledgeable about the biological and physical aspects of the earth and universe; (b) understand and use the scientific method; (c) gain a comprehensive understanding of subjects for teaching (if teaching is the goal); have a broad base of learning and understanding, regardless of the major field of study selected, through general education courses. The division also meets needs of students preparing for engineering, dentistry, medical technology, medicine and nursing.

Objectives of departments of geography, history, political science, and sociology

The purposes are to provide the student with the skill, attitudes, and understanding necessary to give life direction and meaning; to encourage the student to think and to evaluate the broad issues of life; and to stimulate his acquiring new interests that he may pursue for the sheer pleasure of learning.

The division has a special concern in the preparation of social science teachers for the schools of Missouri and the undergraduate education of students who are planning careers in government and community service.

The objectives of the division are:

1. To prepare students for certification as social science teachers in the elementary and secondary schools.
2. To provide the undergraduate education needed for students desiring to continue graduate work in history, political sciences or sociology.
3. To provide a program of extracurricular activities that aid in introducing the student to his future role of service to community and nation.

DIVISIONAL OBJECTIVES

IV. Division of Technology (departments of automotive technology, aviation, computer science, cosmetology, dental hygiene, dental assisting, drafting and design, law enforcement, health administration, machine technology, nursing, and radiologic technology):

(1) To provide an opportunity for post-high school education for students seeking skills preparing them for employment. (2) To give both specialized instruction and general education in sufficient balance to prepare for living as well as working in society. Students enrolling in the specialized courses of this division should know that some of them may not be applicable toward a baccalureate degree if he should later decide to seek it.





COURSES OF INSTRUCTION

ACCOUNTING

Division of Business Administration

Finke, Goode, Stengel, Stone, Vinson, Worthington

Look under General Business for requirements essential to earning a Bachelor of Science in Business Administration degree with the Accounting major. In the same place find the requirements for the Bachelor of Science in Education degree with a Business Education major.

The requirements for the Technology Programs leading to Certificates of Achievement and Associate of Science degrees are found on page 153.

0502-101—Elementary Accounting [F,S] 3 hrs. cr.

Fundamental principles of accounting as applied to modern business practice. Analysis of balance sheets and income statements. Prerequisite or corequisite GB 101.

0502-102—Elementary Accounting [F,S] 3 hrs. cr.

Continues Accounting 101 with emphasis on corporation accounts. Prerequisite Acct. 101.

0502-212—Intermediate Accounting [F,S] 3 hrs. cr.

A continuation of corporation accounting including a detailed study of the fundamental process with emphasis on current assets, current liabilities, and noncurrent investments. Prerequisite: Acct 102.

0502-301—Intermediate Accounting II [S] 3 hrs. cr.

A continuation of corporation accounting, including noncurrent balance sheet accounts (tangible and intangible assets, long-term liabilities, and stockholders' equity) and special statements and analyses. Prerequisite: Acct 212.

0502-302—Advanced Accounting [S] 3 hrs. cr.

Application of accounting principles to partnerships, installment and consignment sales, receiver's accounts, estates and trusts, and consolidating statements. Prerequisite: Acct 301.

0502-310—Cost Accounting [F,S] 3 hrs. cr.

Study of accounting control with management emphasis as applied to industrial enterprise. Special emphasis on product costs and cost systems. Prerequisite: Acct 102.

0502-401—Tax Accounting [F,S] 3 hrs. cr.

Procedures for reporting federal income taxes with emphasis on income and deductions for individuals. Practice is given in preparing federal income tax returns. Prerequisite: Acct 102 or permission. (See General Business 401.)

0502-411—Auditing [F] 3 hrs. cr.

The procedures involved in preparing an audit of the various accounts of a business enterprise. Prerequisite: Acct 301.

COURSES OF INSTRUCTION

0502-491—Internship in Public Accounting [F] 3 hrs. cr.

Selected senior accounting students serve an internship of approximately six weeks as junior accountants on the staff of practicing certified public accountants. The program is supervised by the faculty. An oral and written report is required. Prerequisites: Acct 301, 401, 411 and/or consent of the internship committee.

0502-498—Seminar in Accounting [demand] 1-3 hrs. cr.

A seminar for upper division accounting or related majors with topics to be announced each time the course is offered. Prerequisite: Senior standing or permission.

0502-499—Independent Study in Accounting [demand] 1-3 hrs. cr.

Individually directed readings, research, and discussions in selected areas of accounting for advanced majors. Scope, depth, area of concentration and credit to be arranged upon entry into course. Offered by arrangement. Prerequisite: Permission.

ART

Division of Arts and Sciences

Department of Art

Cole, Dishman, Fowler, Hess

A major for the Bachelor of Arts degree includes 32 required credit hours plus 18 hours of art electives approved by student's advisor. Required art courses are: Art 100, Art 121, Art 131, Art 132, Art 211, Art 230, Art 232, Art 301-302, Art 312, and Art 490.

A major for the Bachelor of Science in Education degree with one teaching field consists of 32 credit hours plus 15 hours of art electives approved by the student's advisor. Required art courses are: Art 100, Art 121, Art 131, Art 211, Art 220, Art 132 or 230, Art 232, Art 301-302, Art 312 and Art 490. A student wishing to certify to teach art as one of two teaching fields must complete 36 hours. See page 91 for teacher education requirements.

1002-100—Art Composition [F, S] 3 hrs. cr.

Introductory course using fundamental techniques and media, including art practice and theory.

1003-110—Introduction to Art [F, S] 3 hrs. cr.

A general survey course designed to increase appreciation of visual art.

1002-121—Ceramics [F, S] 3 hrs. cr.

Methods and techniques of hand building are studied with application to modeling and throwing clay forms. Prerequisite: Art 100 or 110.

1002-131—Drawing Techniques [F] 3 hrs. cr.

Free-hand drawing problems using various drawing tools and techniques used by master artists. Prerequisite: Art 100.

1002-132—Introduction to Design [S] 3 hrs. cr.

Foundation course using problems involving art principles and elements.

ART

1002-200—Arts and Crafts [S, Odd] 3 hrs. cr.

General crafts course involving leather tooling, block printing, pottery, weaving and some graphics. May be taken by non-art majors.

1002-205—Beginning Jewelry and Silversmithing [F] 3 hrs. cr.

A general introduction to jewelry casting, soldering, and finishing metals. Prerequisites: Art 100 and ART 132.

1002-211—Sculpture Techniques [F] 3 hrs. cr.

Study of various sculptural problems and techniques in stone, clay, wood, and mixed media. Prerequisite: Art 100, 121.

0831-220—Art Education [F, S] 3 hrs. cr.

Course designed to develop understanding of the problems in teaching art with emphasis on methods of teaching various art problems. Required for all Elementary Education Majors.

1002-230—Basic Form [F] 3 hrs. cr.

Study of relationships of parts to form. Problems include two and three dimensional. Prerequisite: Art 100.

1002-232—Painting [S] 3 hrs. cr.

Procedures, techniques, and fundamentals of painting, media—oil, watercolor, and mixed. Prerequisite: Art 100 and 131.

1002-300—Drawing [S] 3 hrs. cr.

Self exploration of various drawing elements including artistic anatomy, composition, structure, and aesthetics. Prerequisite: Art 100, 131, or approval of the instructor.

1003-301—Art History [F] 3 hrs. cr.

Survey of the development of man's artistic endeavors from Stone Age to the Early Renaissance.

1003-302—Art History [S] 3 hrs. cr.

Continuation of 301 from the Early Renaissance in Italy to the present art styles.

1002-310—Watercolor [S] 3 hrs. cr.

Technical and aesthetic understanding of watercolor with various subject matters encouraged. Prerequisite: Art 131.

1002-312—Beginning Printmaking [F] 3 hrs. cr.

Initial laboratory exercises in various Intaglio processes; etching, engraving, drypoint, mezzotint, and other mixed media. Prerequisite: 1002-131 (Formerly 312 Graphics)

1002-321—Sculpture [S, O] 3 hrs. cr.

Various media (plastic, metal, clay, mixed) are chosen by the student for investigation.

1002-322—Sculpture [demand] 3 hrsc. cr.

Continuation of 321. Prerequisite: Art 211 and 312.

COURSES OF INSTRUCTION

1002-330—Advanced Jewelry and Silversmithing [S] 3 hrs. cr.

Advanced methods and techniques of complex forms will be explored for Jewelry Design. Prerequisite: Art 205.

1002-401—Painting [F, Even] 3 hrs. cr.

The student selects an individual problem for investigation. Techniques, history, and painting methods of acrylic or oil paintings are surveyed for understanding. Prerequisite: Art 232.

1002-407—Advanced Ceramics [S] 3 hrs. cr.

Advanced methods, techniques, and procedures of pottery making and design in clay. Prerequisite: Art 121.

1002-412—Commercial Art [F, Even] 3 hrs. cr.

Lettering, layout, and design techniques. Survey of various reproductive processes. Prerequisite: Art 131, 230, and 232.

1002-421—Head Study [S, Even] 3 hrs. cr.

Fundamental methods in portraiture. Various drawings and painting media for structure of the head. Artistic head anatomy used for each head study. Prerequisite: Art 131, and 232 or 300.

1002-430—Advanced Printmaking [S] 3 hrs. cr.

Advanced Intaglio techniques. Studio methods of color registration, burning, engraving, drypoint, mezzo-tint, etching, and other related printing processes are offered. Prerequisite: Art 312.

1002-498—Seminar in Art [demand] 3 hrs. cr.

Student art problems investigated with group participation. Class meets twice weekly with Department Head to discuss student findings. Requirements: research papers and oral presentations of investigated problems. Prerequisite: 20 credit hours in art.

1002-490—Senior Studio [F,S] 2 hrs. cr.

Special study in any art media or technique chosen by the student. Requirements: (1) Art survey paper, (2) Senior art exhibit, (3) Oral presentation. Prerequisite: Senior standing.

AUTOMOTIVE TECHNOLOGY

Division of Technology

Adams, Mason

The major emphasis in Automotive Technology is specialization in automotive service and business management. The training also provides the background for entry into a general automotive repair or specialized field where a technical knowledge of machines, tools and testing equipment is required.

The curriculum is college oriented. Students are regular members of the campus body and are expected and encouraged to participate in extracurricular activities.

AUTOMOTIVE TECHNOLOGY

The Associate of Science degree in Automotive Technology requires the completion of the General Education courses (see page 54) plus the following: Auto 100, 110, 120, 130, 190, 200, 220, 250, and 260 and DD 110.

5306-100—Automotive Engines [F] 7 hrs. cr.

A beginning course in theory and practical mechanics of the Internal Combustion Engine. Emphasis is placed on the physics and chemistry of combustion as related to engineering principles. Students work in the laboratory shops with engines to learn mechanical relationships and usage of tools and gauging instruments. Three one-hour lectures; 12 hours laboratory per week.

5306-110—Technical Mathematics [S] 3 hrs. cr.

Review of basic mathematics, algebra, and the functional concepts of trigonometry. Includes use of tables and graphic methods of solving problems with emphasis on application to problems in applied fields. Daily. Prerequisite: Math 20-30.

5306-120—Automotive Electrical and Emission Control [S] 7 hrs. cr.

A beginning course in electricity, basic automotive ignition systems, fuels and lubricants, production and testing. Emphasis is on electrical fundamentals as related to spark ignition and carburetion principles. Laboratory periods provide opportunity to learn mechanical relationships of parts in carburetors, starters, generators, regulators and relays, and distributors. Three one-hour lectures; 12 hours laboratory per week.

5306-130—Automotive Business Management [F] 3 hrs. cr.

A basic accounting cycle with emphasis on recording transactions affecting cash, sales, purchases, and the preparation of financial statements. Three one-hour lectures.

5306-150—Automotive Theory and Mechanics [demand] 3 hrs. cr.

A course designed to acquaint the student with theoretical and practical knowledge of the basic functions, care and maintenance of the various automotive systems and common accessories. Laboratory periods provide students the opportunity to learn common diagnostic techniques and to make non-technical corrections of the more commonly occurring automotive malfunctions. Basic safety inspections will be emphasized. Suggested as an essential course for all students obtaining certification as instructors of driver education and as an elective course for any student who wishes to increase his or her knowledge about the automobile. Two one-hour lectures; one two-hour laboratory per week.

5306-190—Technical Science [F] 4 hrs. cr.

Graphical and mathematical analysis of forces, laws of motion, mechanical power, fluid mechanics, and fastening devices as related to basic machine design. Course work places emphasis on applied problems. Three one-hour lectures; one two-hour laboratory. Prerequisite: Auto 110 or Math 140 and Math 100 with minimum grades of C.

5306-200—Automotive Chassis, Brakes and Transmission [F] 7 hrs. cr.

A study of the design, operating principles and service procedures of the

COURSES OF INSTRUCTION

chassis suspension system, brakes and drive line of the modern motor vehicle. The laboratory emphasizes the diagnosis and service of these components. Three one-hour lectures; 12 hours laboratory per week.

5306-220 Automotive Air Conditioning and Accessories [F] 4 hrs. cr.

A course to familiarize the student with automotive air conditioning units and power accessories. The emphasis is placed on service and diagnosis of these units on and off the vehicle. Three one-hour lectures, one three-hour lab per week. Prerequisite: 5306-120 Automotive Electrical and Emission Control.

5306-250—Automotive Body and Paint [S] 7 hrs. cr.

A study of the methods of auto body construction, repair, refinishing processes and materials. The laboratory provides the students with the opportunity to repair various types of body damage and experiment in the use of the various types of repair and refinish materials. Three one-hour lectures; 12 hours laboratory per week.

5306-260—Auto Service Management [S] 7 hrs. cr.

The principles of shop design, personnel and production management, and industrial safety. The laboratory provides the student with the opportunity to gain additional experience in the area he chooses to specialize. Three one-hour lectures; 12 hours laboratory. Prerequisite: Auto 100, 120, 200, and 220 with minimum grades of C.

5306-498—Seminar in Automotive Technology [demand] 1-3 hrs. cr.

Covers specialized knowledge and skills related to new developments in automotive design and service. Topics will vary by the semester and situation. Prerequisite: Senior standing in management-technology and the Associate Degree in Automotive Technology.

BIOLOGY

Division of Arts and Sciences

Department of Biology

Bingman, Elick, Ferron, Gibson, Kirkham, Orr, Stebbins

The Bachelor of Science degree with a major in biology requires 40 hours in biology. Required courses include Bio 101, Bio 112, Bio 122, Bio 211 or 231, Bio 305, and Bio 480.

Upper division students may follow interests but must take at least one course from each of the following areas: A (botany), B (zoology), C (physiology), D (ecology).

Group A—Bio 316, Bio 322, Bio 414

Group B—Bio 306, Bio 331, Bio 462

Group C—Bio 318, Bio 431, Bio 433

Group D—Bio 312 & 314, Bio 402

Note: Some graduate schools require at least one systematics course. Additional requirements include 13 hours of chemistry through organic, Math 140 and four hours of elementary physics, Chem 302 is strongly recommended.

Students planning on going into professional schools such as dentistry,

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medicine, veterinary science, etc. should consult the head of the biology department about specific requirements for these areas of study. Bio 499 is strongly recommended for qualified students.

The Bachelor of Science in Education degree with biology as a single teaching field (Plan B) requires 35 hours in biology plus 18 hours in supporting subjects of chemistry and mathematics. Required courses include Bio 101, and Bio 112, Bio 122, Bio 211 or 231 and Bio 305 in addition to a total of 19 upper division hours in biology. Math 140 and 13 hours of chemistry through organic are also required. Elementary physics and Geol 110 are strongly recommended.

The Bachelor of Science in Education degree with biology as one of two teaching fields (Plan A) must complete 23 semester hours in biology, 13 of which must be upper division, plus 15 hours in supporting subjects of science and mathematics. Required courses are Bio 101, Bio 112, Bio 122, Chem 101, Math 140 and either elementary physics or Geol 110. Both of the latter are strongly recommended.

See page 91 for teacher education requirements.

0401-101—General Biology [F,S]

4 hrs. cr.

A one semester general treatment of the unifying principles of living things including metabolism, genetics, evolution and ecology. Emphasis will be upon these biological principles as they relate to humans. Three lectures and one 2 hour lab per week. (Formerly Bio 100.)

0402-112—Botanical Survey [F,S]

3 hrs. cr.

The morphology, physiology and classification of plants are studied with an emphasis upon morphology and classification. Two lectures and one 2 hour lab per week. Prerequisite: Bio 101.

0407-121—General Zoology [F,S]

4 hrs. cr.

This course is an introductory study of the basic principles of cytology, metabolism and genetics. A brief survey of those invertebrates that directly relate to man will be made. The emphasis will be placed upon the anatomy and physiology of man in preparation for Bio 221. Three lectures and one 2 hour lab per week. (Formerly Bio 120.)

0407-122—Zoological Survey [F,S]

3 hrs. cr.

The morphology, physiology and classification of animals are studied with an emphasis upon morphology and classification. Two lectures and one 2 hour lab per week. Prerequisite: Bio 101.

0411-211—Microbiology [S]

5 hrs. cr.

Principles of general microbiology with special emphasis on the anatomy, nutrition, physiology and chemistry of bacteria, fungi, and other microscopic organisms. Three lectures and two 2 hour labs per week. Prerequisites: Bio 101 and one year of inorganic chemistry, or permission of the instructor.

0412-221—Human Anatomy and Physiology [F,S]

5 hrs. cr.

The structures and functions of the human body with emphasis on arrangement of organs and coordination of body systems. Three lectures and two 2 hour labs per week. Prerequisite: Bio 121 or Bio 101 and 122.

COURSES OF INSTRUCTION

0411-231—Fundamentals of Medical Microbiology [F] 5 hrs. cr.

For students interested in paramedical professions. Topics of study include the general principles of microbiology, immunology, host-parasite relationships of pathological organisms. Three lectures and two 2 hour labs per week. Prerequisite: 1 course each of a college chemistry and a biological science. Credit toward the biology major may include either Bio 211 or Bio 231 but not both.

0422-305—Genetics [F,S] 4 hrs. cr

A comprehensive introduction to the principles of heredity and variations as exemplified by both higher plants and animals. Emphasis will be placed on the cytological and molecular approach to gene action, linkage, crossing-over and various other genetic mechanisms. Labs will primarily be designed to allow students the opportunity to experimentally work with genetical principles and develop scientific methodology. Three lectures and one 2 hour lab per week. Prerequisite: Bio 101. (Formerly Bio 202.)

0412-306—Human Physiology and Anatomy [F,S] 5 hrs. cr.

The structures and functions of the human body with emphasis on arrangement of organs and coordination of body systems. Three lectures and two 2 hour labs per week. Prerequisite: Bio 121 or (Bio 101 and 122), for students working on a four year degree. Lectures and labs will coincide with Bio 221. (Credit will not be given for Bio 221 and Bio 306).

0420-310—Field Biology [F,S] 2 hrs. cr.

The course engenders appreciation and understanding of the local flora and fauna, and provides information pertinent to preparation and preservation of specimens for laboratory use. Consists of one lecture and one 2 hour laboratory each week. At least one Saturday field trip will be required. Prerequisite: Bio 101 or permission of instructor. (Does not count toward any biology major.)

0420-312—Environmental Biology [F] 3 hrs. cr.

A study of environmental factors and their interactions with living things. Emphasis is placed on human ecology and wise environmental utilization. Three lectures per week. Prerequisite: Physics 100, Biology 101, Math 110; or permission of the instructor.

0420-314—Environmental Biology Laboratory [F] 2 hrs. cr.

Practical experiences in measuring environmental factors and conducting ecological investigations. Four hours of laboratory per week. Co-requisite or Prerequisite: Biology 312 or permission of the instructor.

0402-316—Economic Botany [F] 3 hrs. cr.

A comprehensive study of the economic uses of plants. The present and possible future value of lower plants is covered. Emphasis is placed upon the economic aspects of higher plants from an agricultural, horticultural, and crop selection viewpoint as well as from a pharmacological, textile usage, etc. view. Three lectures a week. Prerequisite: Bio 101 or equivalent. (Formerly Bio 201.)

0417-318—Cell Biology [S,Odd] 4 hrs. cr.

A study of cell structure and function in detail. Emphasis will be placed

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upon cytological physiology. Three lectures and one 2 hour lab per week. Prerequisite: Bio 112, 122, 305, and Chem 301 or consent of the instructor.

0402-322—Taxonomy of Flowering Plants [S] 4 hrs. cr.

The relationships among selected plant groups, classification and descriptions of taxa, nomenclature and concepts concerning the evolutionary sequence of various plant characters. Southwestern Missouri flora will be emphasized. Two lectures and two, 2 hour lab/week. Prerequisites: Bio 101 and 112.

0408-331—Comparative Chordate Anatomy [F] 5 hrs. cr.

Designed for the serious student of biology or those students planning to enter professional schools of medicine, dentistry or veterinary science. Acquaints the student with the evolutionary trends of chordate structure and development with special emphasis on the vertebrate organs and organ systems. Two lectures and two 3 hour labs/week. Prerequisite: Bio 101 and 122.

0421-332—Introduction to Entomology [F, Even] 3 hrs. cr.

A study of the insects with respect to collecting methods, taxonomy, life history, morphology and evolution. Prerequisites: Bio 101 and 122. Two lectures and one 3-hour lab/week.

0411-342—Microtechnique [Offered only on demand] 2 hrs. cr.

A study of the principles of preserving, fixing, staining, and mounting of biological materials. Prerequisites: Bio 101 and 121. Two 2-hour labs/week.

0408-343—Vertebrate Natural History [S] 4 hrs. cr.

Identification, distribution, behavior and life histories of vertebrate animals with emphasis on field studies. Three lectures and one 2 hour lab per week. Prerequisite: Bio 122. (Formerly Bio 341.)

0408-370—Environmental Health [Offered only on demand] 3 hrs. cr.

A lecture course concerned with contemporary environmental health problems and consumer protection measures. Topics will include public health, food processing and contamination, disease prevention, etc. Three lectures per week. Prerequisite: Junior standing and 8 hours of science or permission of instructor.

0420-402—General Ecology [S] 4 hrs. cr.

A study of plant and animal communities in relation to their environment, emphasizing the flora and fauna of Southwest Missouri. Soils, climate and other major environmental factors responsible for the distribution and association of plants and animals are also considered. Two lectures and one 3 hour lab/week. Prerequisite: Bio 101, 112, and 322, or consent of the instructor.

0406-414—Plant Anatomy [F, Odd] 4 hrs. cr.

A comparative study of the tissues and cellular structure in the higher plants as illustrated in roots, stems, and leaves with special emphasis upon the evolution and development of the structures. Three lectures and one 2 hour lab per week. Prerequisite: Bio 112. (Formerly Bio 413.)

COURSES OF INSTRUCTION

0410-431—Animal Physiology [F]

5 hrs. cr.

A comprehensive coverage of the chemical and physical phenomena occurring within living animals, with major emphasis placed on vertebrates. Three lectures and two 2 hour labs/week. Prerequisite: Organic Chemistry and 10 hours of biology. Bio 331, recommended.

0413-433—Histology [F]

4 hrs. cr.

A detailed study of microscopic structure of animal tissues and organs with special emphasis on mamalian tissue. Three lectures and one 3 hour lab per week. Prerequisite: 10 hours of zoology or consent of the instructor.

0410-442—Invertebrate Zoology [S]

5 hrs. cr.

Classification, morphology, physiology, development and evolution of the classes of invertebrate animals. Three lectures and two 2 hour labs/week. Prerequisite: Bio 122.

0408-456—Immunology [S,Even]

3 hrs. cr.

To provide a course for those interested in the health sciences and who wish to know more about the immune mechanism and their roles in prevention of disease, hypersensitivity, and transplantation immunity. Three lectures per week. Prerequisites: Bio 211 or 231 and Bio 305.

0410-462—Embryology [S, Odd]

5 hrs. cr.

Includes detailed comparisons of developmental process of members of the classes of vertebrates. Three lectures and two 2 hour labs/week. Prerequisite: Bio 122 and/or Bio 331.

0498-490—Seminar [F,S]

1 hr. cr.

A faculty supervised discussion group concerned with reviews and reports covering current topics in the various fields of biology. Faculty members, as well as students, will present reviews in their various areas of interest. One meeting/week. Prerequisites: Primarily for biology majors of junior standing or other interested students with at least 15 hours of biological science.

0499-498—Seminar in Biology [F,S]

1-3 hrs. cr.

A seminar for upper division majors only. The class will meet regularly a minimum number of hours. The course is designed to give specialized instruction in some discipline of biology not covered in other courses. Prerequisite: Junior standing, 20 hours in biology and a minimum GPA of 2.5 in biology, or permission of the instructor required.

0499-499—Problems in Biology [F,S]

1-3 hrs. cr.

Consists of individual work under the supervision of a staff member, with the credit and hours to be arranged. Problems may be undertaken in any field of biology, with adequate preparation and the consent of the supervising instructor, Department Head and Division Chairman. Prerequisite: A minimum GPA of 3.0 in 20 hours of biology.

GENERAL BUSINESS

Division of Business Administration

Compton, Finke, Goode, Leitle, Price, Robinson, Tiede

The student may consider four majors to the Bachelor of Science In Business Administration Degree program.

GENERAL BUSINESS

Required courses (core) common to all B.S.B.A majors are listed below by departments offering course/s with HEGIS codes omitted:

Economics & Finance

Accounting	101, 102	6 hours
General Business	101, 301, 302, 320, 321	15 hours
Economics & Finance	201, 202, 300, 350	12 hours
Marketing & Management	300, 350, 352	9 hours
		42 hours

In addition to the General Education Requirements (see page 51) and the core requirements listed above the requirements by major are:

Accounting Major—Requires an additional 18 hours of accounting courses.

General Business Major—Requires an additional 12 hours of Business and Economics courses, with at least 3 hours selected from each of the departments of General Business, Economics & Finance, and Marketing & Management.

Economics & Finance Major—Requires an additional 18 hours, 9 hours of which must include Economics & Finance 401, 402, and 411. The remaining 9 hours may be selected from Economics 302, 499, History 331, or Geography 221.

Marketing & Management Major—Requires an additional 18 hours of Business and Economics courses, 12 hours of which are selected from Marketing & Management courses.

The Bachelor of Science Degree with a major in Management-Technology is a transfer degree program and requires a minimum of an Associate Degree (or equivalent) in an acceptable technological field for admission to the program.

Required courses (core) common to all B.S.M.T. majors are listed below by departments offering the courses with HEGIS codes omitted.

Accounting	101, 102	6 hours
General Business	301, 302, 320	9 hours
Economics & Finance	201, 202, 350	9 hours
Marketing & Management	300, 350, 352	9 hours
		33 hours

In addition to the general education requirements (see page 51) and the core requirements previously listed an additional 9 hours are to be selected from Accounting 310; General Business 321, 337; Marketing & Management 401, 412, 431, and/or 452. The composition of the additional 9 hours may be altered with prior approval to meet specific career goals.

The Bachelor of Science in Education degree with Business Education as one of two teaching fields (Plan A) consists of 30 semester hours.

The required courses are listed below by departments with HEGIS codes omitted:

COURSES OF INSTRUCTION

Accounting	101, 102, and either 212 or 310 or 401	9 hours
Economics & Finance	201, 202	6 hours
*Office Administration	101, 102, 111, 120	12 hours
upper division elective in business		3 hours
		30 hours

The Bachelor of Science in Education degree with Business Education as a single teaching field (Plan B) consists of 42 semester hours.

The required courses are listed below by departments with HEGIS codes omitted:

Accounting	101, 102 and either 212 or 310 or 401	9 hours
General Business	121, 301, 302	9 hours
Economics & Finance	201, 202	6 hours
Marketing & Management	300 or 350	3 hours
*Office Administration	101, 102, 111, 120	12 hours
upper division elective in business		3 hours
		42 hours

*Students having proficiency in typewriting and shorthand may ask to be tested. If advanced standing is granted in the subjects, the student will substitute other courses in order to meet the 30 or 42 hours requirement. (See page 91 for teacher education requirement.)

0501-101—Introduction to Business [F,S] 3 hrs. cr.

An introductory course in modern American business, including a study of the capitalistic system, ownership and organization, management problems, marketing, finance, law and taxation.

050-110—Business Mathematics [F,S] 3 hrs. cr.

A review of the fundamental processes of mathematics as applied to business. It also includes common and decimal fractions, percentages, markup, interest, bank discount, compound interest, annuities, insurance, payrolls, taxes, and financial statements. It should be taken concurrently with or precede accounting and/or office machines.

5005-121—Office Machines [F,S] 3 hrs. cr.

A laboratory course in the operation of the office machines found in the modern business office. Training is given in the operation of the ten-key and full-key adding machines, the electronic calculator, the rotary calculator, the printing calculator, the key-driven calculator, the bookkeeping machine, the transcriber, and the spirit and stencil duplicators. Emphasis is placed upon the student developing accuracy and speed in working typical business problems. Meets five days a week. Prerequisite: 1 semester of high school or college typewriting.

5005-122—Office Machines [S] 3 hrs. cr.

An advance laboratory course, continuing the work as set up in office machines 121. Special emphasis is placed on machine bookkeeping and the electronic, rotary and printing calculators. The student is also expected to attain additional skill in the operation of adding machines. A special unit of the course includes operation of programmatic electronic equipment. Meets three days a week. Prerequisite: GB 121.

GENERAL BUSINESS

0501-320—Business Communications [F,S] 3 hrs. cr.

The study of principles for writing effective business letters, memos, formal and informal reports and all phases of effective business communications. Prerequisites: Eng 101 and 102 or permission.

0506-301—Business Law [F,S] 3 hrs. cr.

A study of the principles of law and its enforcement as applied to American Business. The course includes the study of contracts, agency and employment, negotiable instruments, personal property, bailments, and sales of goods. Special attention is placed on law terminology and cases and problems are used to illustrate the various aspects of business law.

0506-302—Business Law [F,S] 3 hrs. cr.

Relates to partnerships, corporations, real property and leases, insurance security devices, bankruptcy, trusts and estates, and government regulations. Cases and problems are used extensively. Prerequisites: Junior standing or consent of the instructor. 301 should precede 302.

0503-321—Statistics [F,S] 3 hrs. cr.

Introduction to the basic concepts of statistical inference and to the methods of statistical analysis. Prerequisite: Math 130 or equivalent.

0506-337—Managerial Data Processing [F] 3 hrs. cr.

Study of the application of automatic information processing to business, the media for recording, processing, and controlling of business information by the automatic process, and the formats and flow of data through electronic computers with simulated problems applicable to areas of Accounting, Management, and Marketing. Prerequisite: Junior standing in Business Administration.

0502-401—Tax Accounting [See Accounting 401] [F,S] 3 hrs. cr.

0599-498—Seminar in General Business [Demand] 1-3 hrs. cr.

A seminar for upper division general business or related majors with topics to be announced each time the course is offered. Prerequisite: Senior standing or permission.

0599-499—Independent Study in General Business [Demand] 1-3 hrs. cr.

Individually directed readings, research, and discussions in selected areas of general business for advanced majors. Scope, depth, area of concentration and credit to be arranged upon entry into course. Offered by arrangement. Prerequisite: Permission.

CHEMISTRY

Division of Arts and Sciences

Department of Physical Science

Albright, Baiamonte, Kash, Whittle

A major for the Bachelor of Science degree consists of 34 semester hours in chemistry plus 20 additional hours in mathematics and physics. The required courses are: Chem 101, Chem 102, Chem 162, Chem 201, Chem 301, Chem 302, Chem 401, 4 elective upper division hours in chemistry, Math 150, Math 250, Phys 250, and Phys 260.

COURSES OF INSTRUCTION

A major for the Bachelor of Arts Degree consists of 26 semester hours in chemistry plus 13 additional hours in mathematics and physics. The required courses are: Chem 101, Chem 102, Chem 162, Chem 201, Chem 301, Chem 302, Math 140 or Math 150, Phys 151, and Phys 152. An A.B. degree taken by students who desire some knowledge of chemistry as a basis for work in other fields, but who do not expect to become professional chemists.

A major for the Bachelor of Science in Education degree with one teaching field (Plan B) consists of 50 semester hours. The required courses are: Chem 101, Chem 102, Chem 162, Chem 201, Chem 301, Chem 302, Chem 401, Math 150, Math 250, Phys 250, and 5 elective hours in 200 level and above courses in mathematics, physics and/or Chemistry. See page 91 for teacher education requirements.

A major for the Bachelor of Science in Education degree with chemistry as one of two teaching fields (Plan A) consists of 26 semester hours plus 5 hours of mathematics. The required courses are: Chem 101, Chem 102, Chem 162, Chem 201, Chem 301, Chem 302, and Math 140. See page 91 for teacher education requirements.

Physical Science Major

A major for the Bachelor of Science in Education degree with a double teaching field in physics and chemistry consists of 21 hours of chemistry and 20 hours of physics, 5 hours of Geology, plus mathematics through Math 260. The required courses are: Phys 250, Phys 260, Phys 301, Phys 381, Chem 101, Chem 102, Chem 162, Chem 201, Chem 301, Geol 110, plus 3 hours of upper division electives in physics. See page 91 for teacher education requirements.

1905-100—Introductory Chemistry [F,S]

5 hrs. cr.

The basic principles and theories of general chemistry. Primarily designed as a terminal course in Chemistry. Three lectures, one 3-period laboratory, and one recitation session per week.

1905-101—General Chemistry I [F,S]

5 hrs. cr.

Introduction to theories of chemistry with emphasis on the relationship of structure to properties of matter and the quantitative aspect of changes. Three lectures, one 3-period laboratory, and one recitation session per week. Prerequisite or corequisite: Math 140 or higher level math course.

1905-102—General Chemistry II [F,S]

3 hrs. cr.

A continuation of Chem 101. Emphasis on the dynamics and thermodynamics of chemical processes and on the properties and reactions of analogous groups of cations and anions. Three lectures and one recitation session per week. Prerequisites: Chem 101 with a minimum grade of C or permission of instructor and Math 140 or higher level math course.

1909-162—Qualitative Analysis [S]

3 hrs. cr.

Identification of cation and anions. Application of principles presented in Chem 102. One lecture and two 3-period laboratories per week. Prerequisite or corequisite: Chem 102.

1909-201—Quantitative Analysis [F]

5 hrs. cr.

Includes volumetric, gravimetric, and some potentiometric and spectrophotometric analysis. Three lectures and two 3-period laboratories per week. Prerequisite: Chem 102.

CHEMISTRY

1907-300—Organic and Biological Chemistry [S] 5 hrs. cr.

Deals with the principles of organic chemistry—nomenclature, properties, stereochemistry, and reactions. Designed as an introductory course in organic chemistry slanted toward a basic understanding of the molecular basis of life. Three lectures, one 3-period laboratory, and one recitation session per week. Prerequisite: Chem 102.

Note: Not open to students having completed Chem 302.

1907-301—Organic Chemistry I [F] 5 hrs. cr.

Deals with both aliphatic and aromatic compounds, their nomenclature, properties, reactions and stereochemistry. Three lectures, one 3-period laboratory, and one recitation section per week. Prerequisite: Chem 102.

1907-302—Organic Chemistry II [S] 5 hrs. cr.

A continuation of Chem 301. A mechanistic treatment of substitution, elimination, addition, and free radical reactions. Three lectures, one 3-period laboratory, and one recitation session per week. Prerequisite: Chem 301.

1908-401—Physical Chemistry I [F,Odd] 4 hrs. cr.

Gases, solids, liquids, homogeneous and heterogeneous solutions and thermodynamics. Theoretical derivations of equations and mathematical treatment of physical and chemical phenomena. Three lectures and one 3-period laboratory per week. Prerequisites: Math 250 and Phys 260.

1908-402—Physical Chemistry II [S,Odd] 4 hrs. cr.

A continuation of Chem 401. The study of chemical kinetics, electromotive force, photochemistry, colloid chemistry, and atomic and molecular structure. Three lectures and one 3-period laboratory per week. Prerequisite: Chem 401.

1909-421—Instrumental Analysis [S] 5 hrs. cr.

Special analytical technique using spectrophotometry, gaschromatography, colorimetry, and electrometric methods to include potentiometric, conductometric, polarographic, and electrogravimetric analysis. Three lectures and two 3-period laboratories per week. Prerequisite: Chem 201.

1906-422—Advanced Inorganic Chemistry [F,Even] 4 hrs. cr.

Modern inorganic chemistry with emphasis upon coordination complexes, periodic classification of the non-transitional and transitional elements. Three lectures and one 3-period laboratory per week. Prerequisites: Chem 102 and Math 250.

1907-472—Organic Qualitative Analysis [S,Even] 4 hrs. cr.

Systematic identification of organic compounds and mixtures. Two lectures and two 3-period laboratories per week. Prerequisite: Chem 302.

1999-498—Seminar [F,S] 1-3 hrs. cr.

A seminar for upper division chemistry majors. The content of the course, depending on the students' needs, will vary from library research to special topics in chemistry. Prerequisite: senior standing or permission of the Department Head.

COURSES OF INSTRUCTION

1999-499—Independent Study [F,S]

1-3 hrs. cr.

Independent investigation techniques; includes a paper upon a selected topic with both a critical survey of the chemical literature and results from advanced laboratory experimentation. Open to students having (1) a minimum of 15 hours of chemistry, (2) the ability to undertake independent work, and (3) permission of the instructor. Registration must be approved by the Adviser, Department Head, and Division Chairman.

COMPUTER SCIENCE

Division of Technology

Gray, Cragin

The rapid increase in the use of electronic equipment in business and industry has created the need for the Computer Science programs. Students successfully completing one of these programs will find many opportunities for employment in banking, industry, and various governmental agencies. There are three available programs:

The Associate of Science degree in Computer Programming requires the completion of the General Education courses (see page 54), plus the following: Acct 101, 102, and 211, Comp 100, 110, 120, 230, 240, 250, and 300, Econ 201 and 202, GB 321 and Math 140. This is a two-year program.

The Associate of Science degree in Electronic Data Processing Coordination prepares the graduate for immediate employment in tabulating departments in banks, industries, or governmental agencies. The student will become capable of simple program design and operation of tab equipment and will possess an extensive background in general secretarial work. The degree requires the completion of the General Education courses (see page 54) plus the following: Acct 101 and 102, Comp 100, 110, 120 and 230, GB 101, 321, Math 130 and OA 200. Electives should be selected, with the approval of adviser, from the business areas of statistics, economics, shorthand, secretarial procedures, business law or office machines. This is a two-year program.

The Associate of Science degree in Computing Analysis prepares the graduate for entry into fields of science and engineering as a computer programmer. In this field the programmer confers with engineers, scientists and other officials concerned, to determine if data meets the needs of the problems and, if necessary, develop mathematical formulas and procedures to provide more efficient machine operation. The degree requires the completion of the General Education courses (see page 54) plus the following: Comp 120, 220, 230, 240, 250, Math 150, 250, 260, 322, 361, 431, Phys 250 and 260. This is a two-year program.

Data Processing Certificate Program

A one-year data processing certificate program that provides the student with essential training for employment in a typical data processing installation. Successful completion of the required curriculum qualifies the student to receive a Certificate of Achievement.

The certificate requires the completion of Acct 0502-101, Eng. 1501-101, GB 0501-101, Math 1701-130, Comp 5101-100, Comp 5102-110, Comp 5103-120, Comp 5103-230, GB 0501-320, Speech 1506-100.

COMPUTER SCIENCE

5101-100—Introduction to Data Processing [F,S] 3 hrs. cr.

Illustrates need for machines in accounting and record keeping, and demonstrates the concept, power, and flexibility of the unit record. Includes unit record machine functions, elements of machines: card punch, verifier, interpreter, sorter, reproducing punch, collator, tabulators, and calculators. Introduction to number systems. Basic problem analysis and logical block diagramming. Familiarization with higher-level programming languages. Three 1-hour lectures per week.

5102-110—Key-Punch and EAM Operations [F,S] 3 hrs. cr.

Preliminary emphasis on basic mastery of the keyboard and mechanism of the key-punch. Latter portion of the course places emphasis on speed and accuracy of operation of both key-punch and EAM (Electro-Mechanical Accounting Machines) equipment. Three one hour lectures and two four hour labs per week. Prerequisite: High School or College typing or equivalent.

5103-120—Introduction to Programming [F,S] 3 hrs. cr.

An introduction to digital computers which includes: Basic principles, systems theory, decimal systems, arithmetic operations, self-complementing codes and other coding systems, computer logic, systems components, general block diagram and program functions, high speed memory, programming essentials, and solution of simple data processing problems. Two 1-hour lectures; 2 hours of laboratory per week. Prerequisites: Comp 100 and Math 130 or consent of instructor.

5103-230—Advanced Programming [F,S] 3 hrs. cr.

Functions and capabilities of digital computers. Special techniques and methods essential to becoming a programmer. Includes applications, systems, special subroutines. Two one-hour lectures and three one-hour laboratories per week. Prerequisite: 5103-120 (Intro. to Programming).

5104-240—Computer Applications [F] 3 hrs. cr.

A continuation of programming technique development. Principles presented in previous courses will be employed in this course. Emphasis will be placed on non-routine types of applications, including quality control, statistics, curve-fitting, forecasting, etc. Latter portion of course involves individual projects with oral and written reporting. Two one-hour lectures and three one-hour laboratories per week. Prerequisite: 5103-120 (Intro to Programming).

5103-250—Principles of Digital Computing Machines [S] 3 hrs. cr.

Provides the necessary foundation for study of computing machines. Includes the concepts of notation, binary system, octal system, systems conversions, representation of a number with an arbitrary base, fixed and floating point numbers, precisions, switching circuits. Boolean Machines and other discrete mathematical topics. Three one-hour lectures per week; laboratories by arrangement. Prerequisite: 5103-120 (Intro to Programming).

5104-300—Systems Analysis and Design [S] 3 hrs. cr.

Business systems analysis design and development. Designed to guide the student through the evolution of a system, analysis of present information flow, system specifications and equipment selections, and implementation of

COURSES OF INSTRUCTION

the system, includes the approach, requirements of a system, development of the solution, data controls, system controls, system evaluation, finalizing the system and system evaluation. Familiarization with special Mgmt. Science functions (e.g. Work Measurement, Work Sampling, Forms Design and Control, Mgmt. Research). Three one-hour lectures plus laboratories by arrangement. Prerequisite 5103-230 (Advanced Programming).

5104-220—Analog Methods and Simulation Techniques [S, Odd] 3 hrs. cr.

Methods and techniques of solving systems of simultaneous differential equations on electronic analog computers, and digital computers. Includes the principles of multiplication and division and simulation of non-linear devices and systems, block diagramming of systems, familiarization with La Place methods, transfer functions. Certain design problem applications will be treated. Prerequisites: 1701-322

5104-498—Seminar in Computer Science [Demand] 1-3 hrs. cr.

A seminar for students vocationally oriented toward automated data processing. The course content will depend on the needs of the attendees. Prerequisites: 60 hours college credit with a grade point average of 3.0 or permission of the department head.

5104-499—Independent Study [Demand] 1-3 hrs. cr.

An independent study course structured by the adviser with approval of the department head. Prerequisite: 60 hours credit with a grade point average of 3.0. Registration in the course must be approved by the adviser and the department head.

DENTAL ASSISTING

Missouri Southern State College offers a planned two semester curriculum in the field of Dental Assisting. Graduates of this program are eligible to take the examinations required for certification as a Certified Dental Assistant.

The Dental Assisting curriculum is a limited enrollment curriculum, therefore admission to the College does not automatically convey admission to this program, however, eligibility for admission to the College must be established before consideration for admission to Dental Assisting can be given. Applications for admission to Dental Assisting should be submitted to the Dental Assisting office before May 1. Detailed information regarding admission requirements to the Dental Assisting curriculum may be obtained from the Director of Dental Programs.

Completion of this program requires the completion of all Dental Assisting (5202) courses plus other courses indicated in the suggested order of study.

5202-100—Introduction to Dental Assisting [F] 3 hrs. cr.

An introduction to selected areas of the dental sciences, including dental anatomy, physiology, oral pathology, histology and pharmacology. Three lectures per week.

5202-120—Dental Laboratory Procedures I [F] 3 hrs. cr.

Reproduction of tooth forms by scaled drawings and wax carvings, also the

DENTAL HYGIENE

pouring of plaster and stone casts, the preparation of custom impression trays, base plate and rims plus the use of dental laboratory equipment and the preparation of impression materials. Two lectures and one 3-hour lab per week.

5202-130—Introduction to Dental Clinical Practice [F] 4 hrs. cr.

Course deals primarily with the care and manipulation of equipment, instruments and supplies in theory and actual clinical situations. Two lectures and six hours lab per week.

5202-140—Dental Operative Procedures I [F] 3 hrs. cr.

The recognition of dental instruments, equipment, supplies, and their relationship to dental procedures. Chairside assisting is stressed. Three lectures per week.

5202-150—Advanced Dental Assisting [S] 3 hrs. cr.

A continuation of Introduction to Dental Assisting, including sterilization and sterile techniques, oral microbiology, and diet and nutrition. Two lectures and one 2-hour lab per week.

5202-160—Dental Laboratory Procedures II [S] 3 hrs. cr.

Continuation of Dental Laboratory Procedures I. Two lectures and one 3-hour lab per week.

5202-170—Dental Office Procedures [S] 3 hrs. cr.

General office management, record keeping, appointment scheduling, telephone techniques, collection of accounts, communication, laws governing the dental profession. Two lectures and one 2-hour lab per week.

5202-180—Dental Operative Procedures II [S] 3 hrs. cr.

Continuation of Dental Operative Procedures I with the student receiving practice and instruction in various procedures. Assignment of situation problems that arise in dental offices. Introduction of dental health education of patients. Five hours lecture-demonstration per week.

5202-190—Practicum in Dental Clinical Practice [S] 4 hrs. cr.

Twelve hours clinical practice per week in participating clinical facilities.

DENTAL HYGIENE

Missouri Southern State College offers an Associate of Science in Dental Hygiene. Satisfactory completion of the requirements for this degree qualifies the graduate to take the National Board Dental Hygiene Examination as well as the clinical examinations required for licensure in Missouri and other states.

Enrollment in Dental Hygiene is limited, therefore admission to the College does not automatically convey admission to the Dental Hygiene curriculum, however admission requirements of the College must be met before an applicant will be considered for admission to Dental Hygiene. Admission to Dental Hygiene requires special testing and other special requirements. Complete details regarding the special requirements, tests, etc., may be obtained from the Dental Hygiene Department. Applications for admission to Dental Hygiene should be submitted to the Dental Hygiene

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Department before May 1.

The Associate of Science in Dental Hygiene requires the completion of all Dental Hygiene (5203) courses, specified supporting science classes, and general education requirements for the Associate of Science. Deviations from the suggested order of study must have adviser approval.

5203-100—Fundamentals of Dental Hygiene [F] 4 hrs. cr.

Introduction to the history of the dental hygiene profession and the organization of the American Dental Hygienists' Association. Some of the topics included are: chairside patient education, principles of oral physiotherapy, hard and soft deposits of the teeth, principles of instrumentation, sterilization, and dental equipment. Dental hygiene procedures and techniques are practiced in the clinical environment. Two lectures; 4 hours lab per week.

5203-150—Embryology, Histology and Dental Anatomy [S] 3 hrs. cr.

Study of the gross and microscopic development of the teeth, supportive structures of the teeth, and the head and neck region. Includes detail study of temporary and permanent teeth as to fossal, cusps, grooves, ridges, roots, and the relationship of form and function. Occlusion and malocclusion are studied according to their relationship to dental health. Two lectures; one 3-hour lab per week.

5203-160—Dental Radiology [S] 3 hrs. cr.

The study of the theory and technique of exposing, developing, mounting, and care of dental radiographs. Interpretation of radiograph findings is discussed. One lecture; 4 hours lab per week.

5203-190—Clinical Dental Hygiene I [Summer] 3 hrs. cr.

Introduces the student to the clinical practice of dental hygiene. The student gains experience in providing patient services through providing oral prophylaxis, taking and processing radiographs, presenting patient education, applying fluoride, charting the oral cavity, etc. The student will also receive experience in extramural clinical facilities. One lecture; eight hours lab per week.

5203-200—Fundamentals of Dentistry [F] 3 hrs. cr.

Fundamentals of teaching and learning theories are discussed. The student learns to develop teaching units and lesson plans for various public groups and/or organizations. Practical experience in public schools and community groups is included. The eight recognized dental specialties are discussed and their relationship to dental hygiene and preventive dentistry. Three hours lecture per week.

5203-210—Perio-pathology [F] 3 hrs. cr.

Lectures and laboratory periods devoted to the study of oral pathological conditions, etiology of diseases, degenerative process, inflammation, infection, and immunity. Etiology, classification, treatment, and prevention of periodontal disease will be stressed. Clinical sessions on deep scaling and curettage. Two lectures; one 2-hour lab per week.

5203-220—Dental Materials and Assisting [F] 3 hrs. cr.

The student will study and experience working with various restorative

DRAFTING AND DESIGN

materials used in dentistry. Experience in chairside assisting is included for practical experience in working with materials and restorative instruments. Two lectures; one 2-hour lab per week.

5203-290—Clinical Dental Hygiene II [F] 5 hrs. cr.

Continuation of Clinical Dental Hygiene I with additional responsibilities as skills develop. The student will have experience in outside community activities such as public schools, public health department, hospital dentistry. Treatment and prevention of dental office emergencies will be covered in the lecture sessions. One lecture; 12 hours lab per week.

5203-310—Nutrition [S] 3 hrs. cr.

Nutrition and diet are studied according to their relationship to dental health. Biochemistry of digestion and the utilization of nutrients is covered. The student will perform a diet analysis for a patient. Three lectures per week.

5203-320—Pharmacology [S] 3 hrs. cr.

Lectures on the sources of drugs, methods of their administration, modes of action, classification, dosage, therapeutic action, and drug interaction. Drugs affecting oral health are stressed. Three lectures per week.

5203-330—Community dentistry and Public Health [S] 3 hrs. cr.

To define and identify the scope of public and dental public health. Consideration is given to philosophy, health legislation, federal, state and local health programs, biometrics, needs and demands for dental care, and mechanisms for financing dental care. Three lectures per week.

5203-350—Dental Ethics, Jurisprudence and Practice Mgt. [S] 3 hrs. cr.

Study of professional ethics and commitment, professional organizations, state practice acts, and practical consideration of methods and problems associated with operating and maintaining a dental practice. Three lectures per week.

5203-390—Clinical Dental Hygiene III [S] 5 hrs. cr.

Continuation of Clinical Dental Hygiene II. Clinical experience in advanced clinical procedures, patient preventive treatment planning, diet analysis, diagnostic tests, and patient instruction. Additional experience in outside clinical facilities. One lecture; 12 hours lab per week.

DRAFTING AND DESIGN

Division of Technology

Coburn

The Drafting and Design curriculum is planned to provide students with the knowledge and skills necessary to enable them to obtain employment as draftsmen in the engineering and design departments of industry, with governmental agencies, consulting engineering firms, and architectural firms.

The Associate of Science in Drafting and Design requires the completion of

COURSES OF INSTRUCTION

the General Education Courses (see page 54) plus the following: Drafting 110, 120, 130, 200, 210, 220 and 230, Comp 100 and Mach 100. Electives should be selected with the assistance of the student's adviser from the areas of physical science, business and mathematics.

5304-110—Introductory Drafting [F,S] 3 hrs. cr.

An introduction to drafting, including the use of instruments, geometric construction, lettering, orthographic projection, dimensioning, sections and conventions, auxiliaries, pictorial drawing and print making. One hour lecture and four hours laboratory per week.

5304-120—Descriptive Geometry [S] 3 hrs. cr.

Practical applications of principles to problems of geology and mining, mechanical and architectural engineering. One hour lecture and four hours laboratory per week. Prerequisite: Draf 110.

5303-130—Machine Drafting [F] 3 hrs. cr.

Detail and assembly drawing of machines, threaded fasteners, and gears. Use of machine tools, processes and materials. One hour lecture and four hours laboratory per week. Prerequisite: Draf 110.

5303-200—Machine Design [F] 3 hrs. cr.

An introduction to machine design. Advanced drafting techniques and procedures. Elements of machine design, redesigning and original problems. One hour lecture and four hours laboratory per week. Prerequisites: Draf 120 and 130.

5303-210—Production Illustration [F,S] 3 hrs. cr.

Pictorial drawing with emphasis on application to industrial production, work. Methods of mechanical illustration, exploded views, design, layout techniques. One hour lecture and four hours laboratory per week. Prerequisite: Draf 120 and 130.

5304-220—Architectural Drafting [S] 3 hrs. cr.

An introduction to the fundamentals of architectural drafting. Instruction in the principles of design; building details and use of modern construction materials. One hour lecture and four hours laboratory per week. Prerequisite: Draf 110.

5303-230—Electrical and Pipe Drafting [S] 3 hrs. cr.

The use and application of electronic components and equipment. Techniques of representing these principles graphically. Problems dealing with design and layout of piping systems. Specifications of parts of piping systems, valves, fittings, and other components. One hour lecture and four hours laboratory per week. Prerequisite: Draf 110 and 120.

5304-498—Seminar in Drafting & Design [Demand] 1-3 hrs. cr.

Covers specialized knowledge and skills related to new developments in Drafting & Design. Topics will vary by the semester and situation. Prerequisite: Senior standing in management-technology and having the Associate Degree in Drafting & Design.

ECONOMICS AND FINANCE

Division of Business Administration

Larimore, Leitle, Leon, McLemore, Stengel, Johnson

Look under General Business for requirements essential to earning a Bachelor of Science in Business Administration degree and a Bachelor of Science in Business education degrees.

The requirements for the Technology Programs leading to Certificates of Achievement and Associate of Science degrees are found on page 159.

0517-201—Principles of Economics [Macro] [F,S] 3 hrs. cr.

A study of aggregate economic performance with emphasis on national income stabilization and growth, business cycles, monetary and fiscal policy, international trade, comparative economic systems, and current economic problems. Prerequisite: Sophomore standing or permission.

0517-202—Principles of Economics [Micro] [F,S] 3 hrs. cr.

A study of fundamental institutions of the American Economy, the theory of price determination, and the theory of income distribution. Prerequisite: Sophomore standing or permission.

0504-300—Money and Banking [F,S] 3 hrs. cr.

The constituents, nature, functions, creation, and destruction of money and credit; the monetary institutions and their functions, with special emphasis on the commercial banking system and the Federal Reserve System; introduction to monetary theory and policy. Prerequisite: Econ 201 and 202.

0517-302—Economic Growth and Development [S] 3 hrs. cr.

Principles and problems involved in promoting development of the less mature economies, and growth in the more mature economies. Prerequisite: Econ 201 and 202.

0504-350—Corporate Finance [F,S] 3 hrs. cr.

An examination of the financial structure of business organization, capital structure and methods of raising fixed and working capital; questions of financial policy, such as dividend policies and the conservation of surplus; comparative balance sheets and income-expense statements. Prerequisite: Econ 201 and 202, Acct 102.

0517-401—Microeconomic Analysis [F] 3 hrs. cr.

An analytical study of the price systems, as affecting resource allocation and other welfare questions. Prerequisite: Econ 201 and 202.

0517-402—Macroeconomic Analysis [S] 3 hrs. cr.

Study of the determination of the levels of real and monetary aggregate economic variables. Analysis of economic aspects of government regulation and direction of business enterprise. Prerequisite: Econ 201 and 202.

0505-411—Investments [F] 3 hrs. cr.

Principles underlying investment analysis and policy; salient characteristics of governmental and corporate securities; policies of companies and investing institutions; relations of investment policy to money markets and business fluctuations; security price-making forces. Prerequisite: Econ 350.

COURSES OF INSTRUCTION

0517-498—Seminar in Economics and Finance [demand] 1-3 hrs. cr.

A seminar for upper division majors with topics to be announced each time the course is offered. Prerequisite: Senior standing or permission.

0517-499—Independent Study in Economics and Finance
[demand] 1-3 hrs. cr.

Individually directed readings, research, and discussions in selected areas of economics and finance for advanced majors. Scope, depth, area of concentration and credit to be arranged upon entry into course. Offered by arrangement. Prerequisite: Permission.

EDUCATION

Division of Education and Psychology

Easterday, Highland, Mason, Niess, Richardson, Sandrin
Schuster, Snyder, Starkey, Steere, Wiley

Realizing the important contributions made to our society by its educational system, Missouri Southern State College has made the preparation of teachers one of the basic objectives of the institution. The College faculty supports the objective by recognizing the preparation of teachers as the responsibility of the entire College. It is fulfilled through the Council on Teacher Education which coordinates the teacher education phase of the various instructional divisions. The Department of Education has the overall responsibility for the actual administration of the Teacher Education Program.

The Teacher Education Program is based on the following basic beliefs and assumptions:

1. A teacher should be provided a broad background in general education.
2. A teacher should be required to demonstrate an acceptable degree of mastery in his specialized teaching field.
3. A teacher should possess the personal qualities that can be identified as essential for effective teaching.
4. A teacher should demonstrate an understanding of the contribution education can make toward the continuation and improvement of our society.
5. A teacher should possess the professional attitudes and competences necessary to serve the education profession effectively.

As a reflection of these beliefs and assumptions, the College seeks to achieve these aims through the Teacher Education Program.

1. To provide the graduates of high schools in the College service area with information on teaching as a profession.
2. To identify and attract to the program of teacher education students who possess the intellectual, personal and physical qualities necessary to become effective teachers.
3. To provide a program of studies and experiences that will develop graduates capable of effectively performing their duties as teachers in the elementary or secondary schools.
4. To provide prospective teachers with a program that emphasizes the

importance of the basic theories of learning in teaching.

5. To cooperate with local, state, regional, and national agencies that have as their purpose the improvement of education.
6. To aid school administrators, boards of education, and other educational organizations with problems relating to education programs.

Bachelor of Science in Education Degree

Students who are planning a career in teaching in the elementary and/or secondary school work toward the degree Bachelor of Science in Education. The satisfactory completion of the requirements for this degree qualifies a person for life certification in Missouri. Recipients of other degrees, who later decide to teach, can be certified through the State Department of Education by meeting the requirements outlined by the Director of Teacher Education.

Students deciding to work toward the degree Bachelor of Science in Education must elect to major in elementary education or in one of the subject matter areas available to those seeking a secondary certificate.

Elementary Education—If preparation for teaching at the elementary school level is desired, the student may emphasize either primary or intermediate grades. Elementary majors are required, also, to select an area of concentration of 21 semester hours from art, science (biological and physical), mathematics, social science, language arts (English and speech), music, health and physical education, and selected areas of special education. Applicable general education course requirements may also count toward the selected area of concentration.

A student specializing in elementary education must complete these additional or specific general education courses:

1. One additional course in mathematics
2. Geography must be selected from Area 2, the Social and Behavioral Sciences
3. One additional course in U. S. History
4. A course in economics is strongly recommended

Candidates for the degree Bachelor of Science in Education with a major in elementary education must satisfactorily complete 33 semester hours, including the following required courses: Bio 310, Eng 325, Music 262, Art 220, Eng 315 or Eng 301, Psy 302, HPER 311, Educ 492, Educ 311, Educ 312, Educ 340, Educ 370; select one of the following : Educ 351 or Educ 352 or Educ 420 or Educ 360 or Speech 492.

Special Education—An area of concentration is offered in three areas of special education. Each of these programs is designed to support a major in either elementary or secondary education, preferably elementary. A major in Psychology-Special Education is also offered by the Psychology Department that leads to certification in selected special education areas for grades 1-12. Persons preparing to teach other subjects at the secondary level may also qualify for certification in any of the special education areas listed below. However, several basic elementary education courses will also need to be completed. Persons interested in such certification for teaching special education at the secondary level should check with the Department of Education for details and requirements.

COURSES OF INSTRUCTION

The Educable Mentally Retarded Child

To certify to teach the Educable Mentally Retarded Child, the following additional courses must be satisfactorily completed: Psy 200 or Psy 210, Psy 302, Educ 351, Educ 492, Speech 492, Psy 412, Educ 420 or Art 200, Educ 444 and four of the following: Soc 110, Psy 221 or Psy 432, Psy 422, Educ 352, Educ 360, Psy 411, Psy 471, or HPER 340. In addition, the courses Educ 312 and Educ 340 must be completed if not previously completed.

Learning Disabilities

For certification to teach children with Learning Disabilities, the following additional courses must be satisfactorily completed: substitute Educ 352 for 351. Psy 411 and HPER 340 should be selected as electives. Other requirements are the same as EMR listed above.

Emotionally Disturbed Child

For certification to teach the Emotionally Disturbed Child, the following additional courses must be satisfactorily completed: substitute Educ 361 for 351. Psy 411 and HPER 340 should be selected as electives. Other requirements are the same as EMR listed above.

Remedial Reading

A person who completes a baccalaureate degree with a teaching major may also be certified in the field of remedial reading by satisfactorily completing the following courses: Educ 302, Educ 340, Educ 422, Educ 492, Psy 412, Psy 471, Educ 471, Educ 472.

Supervised student teaching or practicum must be completed in the area of special education in which the student decides to specialize.

Secondary Education—The student who desires to teach in a secondary school may choose to become qualified in a single teaching field with a high degree of specialization, or in two different teaching fields with a lesser degree of specialization to each. Available for secondary school teaching are:

- | | |
|-----------------------|----------------------------------|
| 1. Art | 8. Music |
| 2. Biology | 9. Physical Education |
| 3. Chemistry | 10. Physics |
| 4. Business Education | 11. Physical Science |
| 5. English | 12. Psychology-Special Education |
| 6. Spanish | 13. Social Science |
| | 14. Speech and Drama |

A student may elect a supporting area (a minor) from any one of the thirteen listed majors.

Under certain circumstances, it is possible for a person to become qualified to teach art, music, or physical education at both the elementary and secondary school level. Students interested in such a program should consult the department involved.

EDUCATION

Students interested in certification to teach **driver education** or to **coach interscholastic sports** should consult the Physical Education Department.

A student emphasizing secondary education must also complete departmental course requirements under either Plan A or Plan B.

Plan A: [Double Major]

This plan is intended for those persons who desire to qualify as teachers in two different subject matter areas. Each area requires 30 semester hours of specific course work which must meet minimum State Department of Education requirement. Plan A is not available in social science, music, or in programs preparing teachers for both elementary and secondary certification. **If Plan A is selected, the second teaching field is required.** Students may select an adviser in either department he chooses to major in or from the Department of Education.

Plan B: [Single Teaching Field, Comprehensive Major]

This plan is intended for the person who wishes to concentrate his teacher preparation in one subject matter area only. Forty or more semester hours are required in the subject matter area or related supporting courses listed in this catalog by the department.

A person choosing a single teaching field may also earn a minor of 21 semester hours of specific course work in some other or related field, which will qualify him for a second teaching field at the junior high school level only.

Each department that prepares students for secondary school teaching has developed a program of studies to be pursued by students who choose to follow either of the above plans. Plan B is mandatory for majors in social science, music, and in certain programs preparing students for dual certification at both the elementary and secondary school level.

Advisement

Each student who enrolls at Missouri Southern State College will have an adviser assigned who will help the student plant his program of studies. All freshmen are advised by the Student Personnel Services. A student above the freshmen level will have faculty advisers assigned by the division in which he chooses to specialize. The Division of Education advises only majors in elementary education and physical education or those desiring to major in two different teaching fields at the secondary school level.

Information regarding teacher certification requirements, employment opportunities, professional education requirements, and supervised student teaching may be obtained from the Department of Education.

ADMISSION TO THE TEACHER EDUCATION PROGRAM

Admission to Missouri Southern State College does not automatically confer admission to the Teacher Education Program.

Students who plan to enter the professional education sequence and become certified teachers are required to apply for admission to the Teacher Education Program. This application is made at the time the student is enrolled in Psychology of Human Development or during the first year of

COURSES OF INSTRUCTION

study at this college. The application form may be obtained from the Education Office. Each application is reviewed individually by the Teacher Selection Committee.

In determining a student's fitness for the teaching profession, the committee considers test results, scholarship, verbal proficiency, experience with children and youth, autobiography, physical and mental health, and appropriate faculty recommendations. The minimum scholarship essential to acceptance is a cumulative grade point average of 2.2 for 55 or more semester hours.

The Committee decisions on student applications fall into three categories: (1) Approved for admission to the teacher education program; (2) Approved on the condition that certain stated requirements be met; or (3) Advised not to continue in teacher education. The student must have acceptance into the program before he is admitted to the professional education sequence of courses.

Supervised Teaching

A second crucial point of screening in the Teacher Education program occurs when the student is ready to do supervised teaching during the "Professional Semester" of the senior year. To qualify for supervised teaching, the student must have a minimum 2.2 cumulative grade point average at the time of application and be recommended for student teaching by the major department and/or approved by the Teacher Selection Committee. The National Teachers Examination is taken by all persons that enroll in supervised teaching.

PROFESSIONAL EDUCATION

The following sequence of courses is to be completed by students planning to teach at the secondary or elementary level:

Freshman-Sophomore Year

Three or more hours of development psychology selected from Psy 110, Psychology of Human Development; Psy 200, Child Psychology or Psy 210, Adolescent Psychology. Persons who are planning to enter teaching should choose Psy 110 in their first year of study. Educ 200, Exploratory Field Experience, may be taken between semesters in the sophomore year by enrolling for it at the spring registration. (Candidates for an extended teaching certificate that would qualify a secondary level major to teach the same area in the elementary school, must have a course in child development).

Junior Year

*Psy 310 Educational Psychology	3 hrs.
Select one combination from	
Educ 320 Structure of Teaching Elementary	2 hrs.
Educ 321 Video Teaching Laboratory, Elementary	1 hr.
Or	
Educ 330 Structure of Teaching, Secondary	2 hrs.
Educ 331 Video Teaching Laboratory, Secondary	1 hr.
*May be taken sophomore year	

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Senior Year

The "Professional Semester" occupies one complete semester. For one-half of the professional semester, the student studies five courses and during the other one-half does supervised teaching (approximately eight weeks). COURSES OUTSIDE THIS BLOCK MAY NOT BE SCHEDULED. Required courses are:

Secondary Teaching

- Educ 462 Student Teaching, Secondary
- Educ 432 Critical Issues in Education
- Educ 402 History and Philosophy of Education
- Educ 370 Intro to Instructional Media
- Educ A Course in Special Methods of Teaching in the Major Field

Select one of the following:

- Educ 412 Measurement and Evaluation
- Psy 451 Psychology of Learning
- Educ 412 Social Foundations of Curriculum

Elementary Teaching

- Educ 442 Student Teaching, Elementary
- Educ 432 Critical Issues in Education
- Educ 402 Philosophy and History of Education
- Educ 322 Methods of Teaching Social Studies in Elem. School
- Educ 370 Introduction to Instructional Media

Select one of the following:

- Psy 412 Measurement and Evaluation
- Educ 420 Introduction to Counseling
- Educ 412 Social Foundation of Curriculum Development

Combination of Elementary and Secondary Teaching

For students majoring in art, music, foreign language, physical education, or psychology-special education who desire certification at both the elementary and secondary levels, the following professional semester is recommended:*

- Educ 464 Student Teaching, Combination of Secondary and Elementary Teaching in major field
- Educ 432 Critical Issues in Education
- Educ 402 Philosophy and History of Education
- Educ Special Methods Course in Major Field
- Educ 370 Introduction to Instructional Media

Select one of the following:

- Psy 412 Measurement and Evaluation
- Psy 451 Psychology of Learning
- Educ 412 Social Foundations of Curriculum Development

*A course in Human Development or Child Psychology is required for certification for grades K-12.

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TEACHER CERTIFICATION BY "ACADEMIC CONTRACT"

The Missouri State Department of Education has designed a procedure whereby college graduates who did not take a prescribed teacher education program in their degree programs can meet the necessary requirements to become a certified teacher by filing an "Academic Contract" with certain approved colleges and universities. The designated college is responsible for informing the State Department of Education what credit will be needed for certification and for the recommendation to issue the teaching certificate.

An "Academic Contract" may be executed with Missouri Southern State College on the condition that the person qualifies for admission into its teacher education program and has been properly enrolled in the college. All regular graduates of the teacher education program at Missouri Southern are awarded certification upon the recommendation of the Division of Education.

EDUCATION COURSE OFFERINGS

0817-010—Techniques of Reading [F,S] 2 hrs. cr.

A reading improvement program consisting of group and individual work, intended primarily for students needing remedial work in reading. Individual diagnostic reading tests determine student needs. (Cannot be applied to any degree.)

0801-200—Exploratory Field Experiences [S] 1 hr. cr.

Students are assigned to elementary or secondary school for a minimum of fifty-four clock hours to serve as educational aids. The course provides the opportunity for the student to explore teaching as a potential career based on actual classroom experience. A student must have earned 34 hours of college credit to be eligible for this course. Assignments, normally, are made during the break during first and second semester. Prerequisite: Psych 110, or Psych 200, or 210.

0811-302—The Exceptional Child [S] 2 hrs. cr.
(See Psychology 302)

0834-311—Science in the Elementary School [F] 2 hrs. cr.

Emphasis on science in the child's environment. Development of problems, activities, and experiments. Survey and evaluation of teaching materials and laboratory equipment suitable to the elementary school. Prerequisite: Courses in biological and physical science.

0833-312—Problems of Teaching Arithmetic in Elementary Schools [See Math 312] [S] 2 hrs. cr.

Basic course in the teaching of arithmetic in the elementary grades. The application of principles of learning and techniques of presentation are considered. Prerequisite: 3 hours math.

0802-320—Structure of Teaching-Elementary [F,S] 2 hrs. cr.

An integrated course including problems relating to teaching in the elementary school. The acquisition of instructional skills and strategies to the teacher-learner situation is expected. Classroom organization and management, instruction innovations, and both verbal and non-verbal inter-

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action skills are studied. Actual classroom participation in a public school is required. The course is team taught. Enrollment in a video-teaching lab (Educ 321) must be concurrent. Prerequisites: Psy 200 or 110, and Psy 310 and G.P.A. of not less than 2.2.

0802-321—Video Teaching Laboratory [F,S] 1 hr. cr.

A required part of Educ 320 and must be taken concurrently with it. Short teaching episodes are prepared, taught and analyzed via video-tape. The basic concern is with the demonstration of effective teaching skills. (Performance based, credit-non-credit grading.)

0842-322—Teaching Social Studies in Elementary School [F,S] 2 hrs. cr.

Provides an introduction to the instructional materials and methods of teaching social studies in the Elementary School. This course is part of the Professional Semester.

0803-330—Structure of Teaching-Secondary [F,S] 2 hrs. cr.

A study of the instructional skills, strategies and techniques of teaching in the secondary school. Development of the secondary school, classroom organization and management, instructional innovations, and both verbal and non-verbal interaction are studied. Actual participation in a public school classroom and field trips are required. The course is team taught. Enrollment in a video-teaching lab (Ed 331) must be concurrent. Prerequisites: Psy 200 or 210, or 110 and Psy 310 and a G.P.A. of not less than 2.2.

0803-331—Video Teaching Laboratory [F,S] 1 hr. cr.

A required part of Educ 330 and must be taken concurrently with it. Short teaching episodes are prepared, taught, and analyzed via video-tape recordings. The basic concern is with the demonstration of effective teaching skills. (Performance based, credit-non-credit grading.)

**0843-332—Teaching English and Language Arts in
Secondary School [F,S] 2 hrs. cr.**

Provides an introduction to the instructional materials and methods of teaching English, speech and foreign language in the secondary schools. This course is part of the Professional semester.

0834-333—Teaching Science in Secondary School [F,S] 2 hrs. cr.

Provides an introduction to the instructional material and methods of teaching science in secondary school. The course is a part of the Professional Semester.

0844-334—Teaching Social Science in Secondary School [F,S] 2 hrs. cr.

Provides an introduction to the instructional materials and methods of teaching social science in secondary school. The course is a part of the Professional Semester.

0832-335—Teaching Music in Secondary School [F] 2 hrs. cr.

Provides an introduction to the instructional materials and methods of teaching music in secondary schools. The course is part of the Professional Semester.

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0838-336—Teaching Business in Secondary School [F,S] 2 hrs. cr.

Provides an introduction to the instructional materials and methods of teaching business in the secondary school. The course is part of the Professional Semester.

0831-337—Teaching Art in Secondary School [F] 2 hrs. cr.

Provides an introduction to the instructional materials and methods of teaching art in the secondary schools. The course is a part of the Professional Semester.

**0835-338—Teaching Health and Physical Education in
Secondary School [F,S] 2 hrs. cr.**

Provides an introduction to the instructional materials and methods of teaching physical education and health in the secondary schools. The course is part of the Professional Semester.

0833-339—Teaching Mathematics in Secondary School [F,S] 2 hrs. cr.

Provides an introduction to the instructional materials and methods of teaching mathematics in the secondary schools. The course is part of the Professional Semester.

**0802-340—Language Arts and Reading in the
Elementary School [F,S] 5 hrs. cr.**

Foundation course for development of understanding attitudes necessary to teach written and oral communication, listening and reading at the elementary level.

0810-351—Teaching the Mentally Retarded [F] 3 hrs. cr.

Designed to help the prospective or in-service teacher understand mental retardation. Attention is given to courses, diagnosis, and teaching methods especially suited to mentally retarded children. Prerequisite: Psy 302.

**0810-352—Methods of Teaching Children with
Learning Disabilities [S] 3 hrs. cr.**

Prepares teachers in the area of learning disabilities with particular attention to verbal communication disorders and visual motor integration problems. Diagnosis methodology techniques and media will be stressed. Prerequisite: Psy 302.

**0816-360—Methods of Teaching the
Emotionally Disturbed Child [F] 3 hrs. cr.**

Established a teaching rationale utilizing a completely individualized program with a variety of teaching techniques which enable the emotionally disturbed learner to profit more fully from his school experiences. Prerequisite: Psy 302.

0829-370—Introduction to Instructional Media [F,S] 2 hrs. cr.

Designed to give the teacher a basic understanding of the preparation and use of the various audio-visual materials and devices, with emphasis on the preparation of such materials. Enrollment is limited to education majors. (Performance based-credit-non credit grading.)

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0821-400—Philosophy and History of Education [F,S] 3 hrs. cr.

Study of educational thinking and practices from the ancient to the present. Emphasis is on relating earlier educational thought to building a personal philosophy of education. Prerequisite: Admission to Teacher Education. Offered to special students.

0821-402—Philosophy and History of Education [F,S] 2-3 hrs. cr.

Study of educational thinking and practices from the ancient to the present. Emphasis is on relating earlier educational thought to building a personal philosophy of education. Prerequisite: Admission to Teacher Education. Offered in the Professional Semester.

0829-412—Social Foundations of Curriculum Development [F,S] 2-3 hrs. cr.

Social Foundations of Curriculum and instruction as it relates to the elementary and secondary schools; consider the psychological, sociological, and philosophical basis for curriculum building. Emphasis is on social foundations. Prerequisite: Admission to Teacher Education.

0827-420—Introduction to Counseling [F] 2-3 hrs. cr.

Survey of counseling philosophies, principles and practices. Designed for the classroom teacher as well as the guidance specialist, and is a basic course in the guidance sequence. Prerequisite: Psy 302.

0830-422—Teaching Reading in Secondary Schools [F] 2 hrs. cr.

Designed to help prospective teachers understand reading development and its part in the total school program. Required for certification of secondary teachers of English in Missouri.

0827-432—Critical Issues in Education [F,S] 2-3 hrs. cr.

Current problems in the area of education are explored, with special regard to legal and professional role of school personnel, their relationship to federal and state governments, and to local school districts; certification, salary schedules, retirement and other benefits, professional organizations for teachers, relationship with administration, pupils, parents, and the community. Prerequisite: Admission to Teacher Education. Offered in the Professional Semester.

0802-442—Student Teaching-Elementary [F,S] 6 hrs. cr.

Participation, under supervision, in teaching on the elementary level in an off-campus school. Prerequisites: 88 semester hours with a grade point average of 2.2, admission to the program of teacher education, and Educ 320. Course assignments will include full-time supervised teaching for one-half of the semester. Students whose last names begin with the letters A-L should plan to enroll in first semester; M-Z in second semester. Conferences are scheduled as needed. Specific assignment is made by the Department of Education.

0802-443—Student Teaching—Elementary[F,S] 3 hrs. cr.

Participation, under supervision, on the elementary level in an off-campus school. Curriculum participation and observation consists of 15 hours per week for one half semester. Prerequisite: See Educ 442.

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0802-444—Student Teaching—Special Education [F,S] 6 hrs. cr.

Designed to be taken with elementary or secondary student teaching to provide an experience in teaching handicapped children. Prerequisite: See Educ 442. Course assignment to consist of a minimum of 15 hours a week of student teaching for one semester. Conferences will be scheduled as needed. Specific assignment is made by Department of Education.

0803-462—Student Teaching—Secondary [F,S] 6 hrs. cr.

Participation, under supervision, in teaching on the secondary level in an off-campus school. Curriculum, materials and methods integrated with student teaching. Prerequisite: Educ 330 or equivalent, fifteen semester hours in teaching field, and a minimum of 88 semester hours with a grade point average of 2.2. Assignment to consist of full-time teaching for one-half semester with professional courses to be taken during the other half of semester. Students whose last names begin with the letters A-L should plan to enroll in first semester; M-Z in second semester. Conferences are scheduled as needed. Specific assignment is made by Department of Education.

0803-463—Student Teaching—Secondary [F,S] 6 hrs. cr.

Participation, under supervision, in teaching on the secondary level in an off-campus school. Curriculum, materials, and methods integrated with student teaching. Prerequisites: See Educ 462. Assignment to consist of daily three-hour block of time during a regular semester.

0803-464—Student Teaching—Combination [F,S] 3-6 hrs. cr.

Participation, under supervision, in teaching on the secondary and elementary levels in an off-campus school. Intended for those students in specialized area such as Art, Music, Psychology-Special Education, and Physical Education who are preparing to be certified for teaching their specialty at both levels. Curriculum, materials and methods integrated with teaching participation and observation. Assignments consist of a minimum five hours per week of participation and conferences for each hour of credit for one-half the semester. Specific assignments are made by Department of Education.

0830-471—Practicum in Diagnosis of Reading Difficulties [F] 3 hrs. cr.

Practice of administering, interpreting, and reporting of diagnostic test results of reading difficulties. Prerequisites: A methods course in the teaching of reading (Education 340 or Education 422), A Methods course in the analysis and correction of reading problems (Education 492), and a course in individual intelligence tests (Psychology 471).

0830-472—Practicum in Remediation of Reading Difficulties [S] 3 hrs. cr.

Practice of using and reporting results of remedial methods in a case study of reading difficulties. Prerequisites: A Methods Course in Teaching (Education 340 or Education 422), A Methods Course in the Analysis of Correction of Reading Problems (Education 492), and a course in Individual Intelligence Tests (Psychology 471), and Education 471.

0899-498—Seminar in Problems of Education [Demand] 1-3 hrs. cr.

A seminar for upper division majors only. The seminar meets regularly

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each week. Meeting is equal to number of credit hours determined by the department for a given semester. The course is designed to cover specialized knowledge and/or current research in the discipline. Topics vary by semester and situation. Prerequisite: Advanced standing and consent of department head.

0899-499—Independent Study [F,S]

1-3 hrs. cr.

An independent study course structured by the adviser with approval of department head. Prerequisite: Advanced standing in the major field. Registration in the course must be approved by advisor and department head.

0830-492—Techniques of Diagnostic and Remedial

Instruction in Reading [S]

2 hrs. cr.

A study of devices and techniques for diagnosis of reading disabilities and presentation of suggested remedial measures and methods of reducing deficiencies. Practical applications and laboratory experience will be emphasized. Special emphasis upon intermediate and secondary school reading problems. Prerequisite: Educ 340 or 422.

ENGLISH

Department of Language and Literature

Blevins, Couch, Dinges, Gardner, Greenlee, Harder,
Headlee, Lambert, McCormick, Mitchell, Morgan
Preble, Short, Slanina, Walters, Wolfe

A major for the Bachelor of Arts degree consists of 42 semester hours (above freshmen composition) and must include Eng 271, Eng 272, Eng 311, Eng 312, either Eng 301 or Eng 400, and either Eng 216 or Eng 315.

English may be used as a minor or supporting area with certain majors. A minor consists of 21 semester hours (above freshman composition) and shall include 12 upper division hours. The student shall select the courses in consultation with an English advisor.

A major for the Bachelor of Science in Education degree with one teaching field (Plan B) consists of 42 semester hours of English (above freshman composition) and Education 422. Required English courses are Eng 271, Eng 272, Eng 311, Eng 312, Eng 315, Eng 319, either Eng 301 or Eng 400, either Eng 450 or Eng 451; one course from Eng 410, Eng 415, Eng 420; one course from Eng 425, Eng 430, Eng 435; one course from Eng 345, Eng 360, Eng 370, Eng 380.

A major for the Bachelor of Science in Education degree as one of two teaching fields (Plan A) consists of 30 semester hours of English (above freshman composition) and Education 422. Required English courses are Eng 271, Eng 272, Eng 311, Eng 312, Eng 315; either Eng 301 or Eng 400; either Eng 450 or Eng 451.

English 101 is a prerequisite to all literature courses except Eng 180 and Eng 181. A lower division literature course is prerequisite to all upper division literature courses except Eng 311 and Eng 312.

1501-100—Composition [F]

5 hrs. cr.

A course designed for students whose placement scores indicate a need for

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special help and individual attention. Successful completion of this course satisfies part of the composition requirement for the baccalaureate degree and permits the student to enroll in English 102. It is strongly recommended that any student who completes the course with a D enroll in English 101 before attempting English 102.

1501-101—Composition [F,S] 3 hrs. cr.

A study of the principles of effective writing based largely upon expository prose models. Students demonstrating exceptional ability may be permitted to substitute English 111.

1501-102—Composition [F,S] 3 hrs. cr.

Develops reading comprehension through a study of various types of literature and offers practice in expository writing. Prerequisite: Eng. 101.

1501-111—Composition [F] 3 hrs. cr.

A special composition and literature course for freshman demonstrating exceptional proficiency on placement tests. With a grade of C or better in English 111, a student automatically receives three hours credit for English 101, thereby satisfying the six-hour composition requirement. He enriches his 124-hour graduation program by enrolling for a course in another area in lieu of a second freshman composition course. Should he receive a D in English 111, however, he must take English 102.

1503-180—Masterpieces of World Literature [F,S] 3 hrs. cr.

Selected masterpieces of world literature through the Renaissance, except British literature. (Formerly Eng 120.)

1503-181—Masterpieces of World Literature [F,S] 3 hrs. cr.

Selected masterpieces of world literature from the Renaissance to the present except British literature. (Formerly Eng 130.)

1507-216—Creative Writing [S] 3 hrs. cr.

Experimental writing in prose, poetry, and drama. A study of the writer's roles and technical approaches to literature in order to develop creative writing skills. Prerequisite: English 102.

1502-271—English Literature [F,S] 3 hrs. cr.

Survey of English Literature to the Romantic Movement. Prerequisite: English 101. (Formerly Eng 210.)

1502-272—English Literature [F,S] 3 hrs. cr.

Survey of English Literature from the Romantic Movement to the present. Prerequisite: English 101. (Formerly Eng 220.)

1501-301—Modern Grammar [F,S] 3 hrs. cr.

An investigation of current grammatical studies of modern English structure and usage, emphasizing transformational generative grammar.

1502-311—American Literature [F,S] 3 hrs. cr.

A survey of American literature to the Civil War.

1502-312—American Literature [F,S] 3 hrs. cr.

A survey of American literature beginning with the Civil War.

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1501-315—Exposition [F,S] 3 hrs. cr.

A study of the techniques of factual writing and the writing of non-fiction. Recommended for all students especially those entering professional schools. Prerequisite: Six hours composition.

1501-319—Composition for Teachers [S] 3 hrs. cr.

Designed to aid the prospective teacher of English in formulating principles of composition, in discovering techniques of application, and in correlating the principles of grammar with the teaching of composition in the secondary school.

1502-325—Children's Literature [F,S] 3 hrs. cr.

A reading, lecture and observation course for elementary education students, including evaluation of children's literature, its historical development, and its uses in elementary school. (Formerly Eng 231.)

1502-330—Literature for Adolescents [F] 3 hrs. cr.

An extensive reading course for secondary education students, including some evaluation of literature for adolescents and its presentation in the secondary school. (Formerly Eng 231.)

1502-340—Black American Literature [S] 3 hrs. cr.

All representative literary genres illustrating the growth of Black American literature. Prerequisite: English 101. (Formerly Eng 232.)

1502-345—The American Novel [F] 3 hrs. cr.

A study of representative American novels. (Formerly English 342.)

1502-350—Recent American Literature [S] 3 hrs. cr.

A study of the major movements in American literature since World War II.

1502-360—Twentieth Century Drama [F] 3 hrs. cr.

Plays in English from Shaw to the present, with selected readings in European playwrights. (Formerly Eng 322.)

1502-370—Twentieth Century Poetry [F] 3 hrs. cr.

Representative Poetry from Yeats to the present. (Formerly Eng 481.)

1502-380—The English Novel [S] 3 hrs. cr.

Representative English Novels from 1700 to the present. (Formerly Eng 381.)

1502-400—History of the English Language [S] 3 hrs. cr.

An examination of the ancestors of English and the effect of other languages, peoples, and cultures upon its development. An investigation of the phonology, morphology, syntax and usage of the language throughout its history. (Formerly Eng 310.)

1502-410—Medieval English Literature [F] 3 hrs. cr.

Literature of England in the Anglo-Saxon and Middle English period. Emphasis upon Chaucer. Prerequisite Eng 271. (Formerly Eng 431.)

COURSES OF INSTRUCTION

- 1502-415—Literature of the English Renaissance [S]** 3 hrs. cr.
Poetry and prose of the English Renaissance to 1603. Elizabethan and Jacobean drama, excluding Shakespeare. Prerequisite Eng 271. (Formerly Eng 411.)
- 1502-420—Seventeenth Century English Literature [F]** 3 hrs. cr.
Study of the art and thought in English literature from 1603 to 1700. Prerequisite: Eng 271. (Formerly Eng 452.)
- 1502-425—Eighteenth Century English Literature [S]** 3 hrs. cr.
The enlightenment and the decline of neoclassicism in literature from 1700 to 1785, Pope to Johnson. Prerequisite Eng 271. (formerly Eng 421.)
- 1502-430—The Romantic Period [F]** 3 hrs. cr.
Representative authors and literary tendencies. Prerequisite Eng 272. (Formerly Eng 361.)
- 1502-435—The Victorian Period [S]** 3 hrs. cr.
Representative authors and literary tendencies. Prerequisite: Eng 272 (Formerly Eng 371.)
- 1502-450—Shakespeare [F]** 3 hrs. cr.
A study of selected histories, early comedies, and sonnets. Prerequisite: Eng 271. (Formerly Eng 331.)
- 1502-451—Shakespeare [S]** 3 hrs. cr.
A study of selected tragedies and late comedies. Prerequisite: Eng 271. (Formerly Eng 332.)
- 1502-455—Milton [On Demand]** 3 hrs. cr.
A study of the poetry and major prose. Prerequisite: Eng 271 (formerly Eng. 432.)
- 1599-498—Explorations in Literature [S]** 3 hrs. cr.
Seminar on literature for advanced majors. Topic open.
- 1599-499—Independent Study [F,S]** 1-3 hrs. cr.
Individually directed study in selected areas for advanced majors. Prerequisite: a grade point average of 3.0 in English Registration must be approved by adviser, department head and division chairman.

FOREIGN LANGUAGES

Division of Arts and Sciences

Department of Language and Literature

Alcazar, Bodon, Colon, Studerus

The Department of Foreign Languages offers a full curriculum of courses in Spanish, with supporting courses in French and German. A language laboratory is used in all beginning courses.

FOREIGN LANGUAGES

A major for the Bachelor of Arts degree in Spanish consists of 40 semester hours and includes the same courses as for the Bachelor of Science in Education degree in the following paragraph.

A major for the Bachelor of Science in Education degree with Spanish as the single teaching field (Plan B) consists of 40 semester hours. The required courses are Span 101-102, Span 201, Span 202, Span 301, Span 302, Span 321, 322, Span 332, Span 421, Span 431, and Span 434.

A major for the Bachelor of Science in Education degree with Spanish as one of two teaching fields (Plan A) consists of 31 semester hours. The required courses are Span 101-102, Span 201, Span 202, Span 301, Span 302, and one course out of Span 321, 322 or 332.

A minor in Spanish consists of 21 semester hours (not adequate for a teaching certificate in the language unless one has a major in another language) and includes Spanish 101-102, Span 201, Span 202, one course of Span 301 or 302, and one course out of Span 321, 322, or 332.

FRENCH

1102-101—Beginning French [F] 5 hrs. cr.

Conversation, pronunciation, essentials of grammar and diction. Language laboratory required.

1102-102—Beginning French [S] 5 hrs. cr.

Spoken language, vocabulary building, pronunciation proficiency and grammar essentials. Language laboratory required.

1102-201—Readings in French Literature [F] 3 hrs. cr.

Intermediate reading. Discussion of literature in French. Emphasis on vocabulary building. Grammar review. Prerequisite: Fren 102 or equivalent.

1102-202—Advanced Readings in French Literature [S] 3 hrs. cr.

Representative works read and discussed in French. Short stories, a novel and poetry. Prerequisite: Fren 201 or equivalent.

1102-301—French Composition [F, Odd] 3 hrs. cr.

Practice in writing French accompanied by a thorough study of grammar and syntax. Prerequisite: Fren 202 or equivalent.

1102-302—Advanced French Composition [S, Even] 3 hrs. cr.

Practice in writing French compositions. Thorough study of grammar, syntax, and idiomatic expressions. Prerequisite: Fren 301.

1102-321—Survey of French Literature [On demand] 3 hrs. cr.

Study of French Literature from its origins through the seventeenth century. Prerequisite: Fren 302 or equivalent.

1102-322—Survey of French Literature [On demand] 3 hrs. cr.

French Literature of the eighteenth, nineteenth and twentieth centuries. Prerequisite: Fren 321.

COURSES OF INSTRUCTION

GERMAN

1103-101—Beginning German [F] 5 hrs. cr.
Stresses conversation, pronunciation, essentials of grammar and diction. Language laboratory required.

1103-102—Beginning German [S] 5 hrs. cr.
Stresses spoken language, vocabulary building, pronunciation proficiency and grammar essentials. Language laboratory required.

1102-201—Readings in German Literature [F, Even] 3 hrs. cr.
Intermediate reading. Discussion of literature in German. Emphasis on vocabulary building. Grammar review. Prerequisite: Ger 102 or equivalent.

1103-202—Introduction to German Literature [S, Odd] 3 hrs. cr.
Representative works are read and discussed in German with emphasis on conversation, syntax and literary significance. Prerequisite: Ger 201 or equivalent.

SPANISH

1105-101—Beginning Spanish [F,S] 5 hrs. cr.
Conversation and reading and writing. Pronunciation proficiency and grammar essentials. Conducted in Spanish as far as practicable. Language Laboratory required.

1105-102—Beginning Spanish [F,S] 5 hrs. cr.
Continuation of 101.

1105-201—Intermediate Readings and Conversation [F,S] 3 hrs. cr.
Reading and discussion of literature. Emphasis is on vocabulary building and grammar review.

1105-202—Introduction to Spanish Literature [F,S] 3 hrs. cr.
Representative works are read and discussed in Spanish with emphasis on conversation, syntax, and literary significance. Prerequisite: Span 201.

1105-301—Spanish Composition [F] 3 hrs. cr.
Practice in writing Spanish accompanied by a thorough study of grammar and syntax. Prerequisite: Span 202.

1105-302—Advanced Spanish Composition [S] 3 hrs. cr.
Practice in writing Spanish accompanied by thorough study of grammar and syntax with emphasis on subtle elements of idiomatic usage. Prerequisite: Span 301.

1105-321—Survey of Spanish Literature [F] 3 hrs. cr.
The literary background and important writers from the origin of Spanish literature to 1700. Representative works are read and discussed critically, with written and oral reports. Prerequisite: Span 202.

1105-322—Survey of Spanish Literature [S] 3 hrs. cr.
The literary background and important writers from 1700 to the present. Prerequisite: Span 202.

GEOGRAPHY

1105-332—Introduction to Spanish American Literature [S] 3 hrs. cr.
Representative works of poetry, short story and essay are read and discussed. Prerequisite: Span 301, 302.

1105-421—Nineteenth Century Spanish Novel [F,Odd] 3 hrs. cr.
The Spanish novel as an art form, exemplified by selected works by such writers as Alarcon, Valera, Pereda, Galdos, Pardo-Bazan, Palacio Valdes, and Blasco Ibanez. Prerequisite: Span 322.

1105-431—Don Quixote [S] 3 hrs. cr.
The source, structure, characters, language and style of Cervantes' masterpiece. Prerequisite: Span 321.

1105-434—The Spanish American Novel [F, Even] 3 hrs. cr.
Origin and development of the Spanish American Novel, its political, social, geographical and literary influence. Prerequisite: 20 hours of Spanish.

GEOGRAPHY

Division of Arts and Sciences

Department of Social Science

Gockel (Emeritus), Smith

2206-211—Regions and Nations [F,S] 3 hrs. cr.
A survey of the peoples of the earth and how their activities are influenced by climate, topography and natural resources.

2206-222—Economic Geography [F, Even] 3 hrs. cr.
A study of world commodities and the geographic factors which affect their production and make them significant to world economy.

2206-311—Political Geography [S,Odd] 3 hrs. cr.
A study of the geographic factors which have influenced international relations and the policies of nations as political units. Geopolitics, religion, racial and ethnic groupings and other factors which contribute to unity or disunity will be emphasised.

2206-412—Geography of Latin America [F, Odd] 3 hrs. cr.
A study of the physical regions and natural resources of South America, Latin America, Central America and the Caribbean Islands with special emphasis on current problems and relations with the United States.

2206-498—Seminar in Geography [On demand] 1-3 hrs. cr.
The study and analysis of selected topics in regional, urban-economic, cultural or physical geography. Prerequisite: Regions and Nations (Geog. 211) or Economic Geography (Geog 222) or the consent of the instructor.

GEOLOGY

Division of Arts and Sciences

Elick

1914-110—Introduction to Geology [S] 5 hrs. cr.

The materials of the earth and those forces producing physiographic changes. Three lectures and two, 2-hour laboratory for field trips a week.

1914-498—Studies in Geology [On demand] 1-3 hrs. cr.

A seminar for upper division students only. The class will meet regularly a minimum number of hours each week equal to the number of credit hours. The course is designed to give specialized instruction in some discipline of geology not normally covered in other courses. Prerequisite: junior standing, Geol 110 and a minimum GPA of 2.5 in 8 hours of biology and 8 hours of chemistry. Permission of the instructor required.

1914-499—Problems in Geology [On demand] 1-3 hrs. cr.

Consists of individual work under the supervision of a staff member with the credit and hours to be arranged. Problems may be undertaken in any field of geology with adequate preparation and the consent of the supervising instructor. Prerequisite: a minimum GPA of 3.0 in 20 hours of science, Geol 110, and a proven past interest in geology.

HEALTH FACILITIES ADMINISTRATION

Division of Technology

Courses in this field are designed to give individuals currently in management or supervisory positions in health care facilities, or those individuals planning to attain such positions, an insight into the applications of the principles of Administration and Management techniques to these institutions.

5218-200—Health Facilities Administration and Management [Demand] 3 hrs. cr.

The principles and practice of the administration of health facilities. Includes a study of the various types of facilities and their relation to each other and problems of administration and management unique to such facilities. Three one-hour lectures per week.

5218-210—The Administration and Management of the Long-Term Care Facility [Demand] 3 hrs. cr.

The problems unique to the long-term care facility including responsibilities for patient welfare, the relation to other health care facilities and to governmental agencies of various levels. Prerequisite HA 200 or consent of the instructor. Three one-hour lectures per week.

HISTORY

Division of Arts and Sciences

Department of Social Science

Cooper, Holman, Hughes, Markman,
Renner, Schafer, Smith

Students who plan to do graduate study after completing the baccalaureate degree and/or who plan to enter government or community service will want to take the Bachelor of Arts degree. A history major for this degree consists of 30 semester hours. The requirements are: Hist 110, Hist 120, Hist 200, Hist 201 or 202, 6 upper division semester hours in United States History, 6 upper division semester hours in European History and 6 upper division hours in history electives.

History may also be used as a minor or supporting area with certain majors. The requirements are 21 semester hours: Hist 110, Hist 120, Hist 200, Hist 201 or 202 and 9 upper division hours in history.

A social science major for the Bachelor of Science in Education degree, with an emphasis in history, consists of 49 semester hours. (Plan B must be followed with this major, see Education, page 94). The requirements are: Hist 110, Hist 120, Hist 200, Hist 201 or 202, PSc 120, 6 upper division hours in European History and 6 upper division semester hours in history electives. For the remaining 17 hours the candidate will choose Econ 201 and at least one course from each of the social science areas (i.e., political science, geography and sociology) beyond the general education courses. The student is encouraged to select courses in the other areas of social science in as much depth as possible within the 17 hours. See page 91 for teacher education requirements.

2205-110—United States History 1492-1877 [F,S] 3 hrs. cr.

A survey study of the United States from the "Age of Discovery and Exploration" through reconstruction.

2205-120—United States History 1877 to the Present [F,S] 3 hrs. cr.

A continuation of course 110. This course surveys the economic, social and political development of the United States from 1877 to the present.

2205-200—Western Civilization to 1500 [F,S] 3 hrs. c.

A survey of the development and progress of western civilization from prehistoric times through 1500. The course surveys the contributions of the early peoples to civilization as well as feudalism, the Church, the crusades and the Renaissance.

2205-205—Europe 1500 to 1815 [F] 3 hrs. cr.

A survey study of Europe from the Renaissance and the Reformation to Waterloo. Emphasis is placed on the origin and development of the modern states system after 1500 as well as the social and cultural developments of the era (formerly 201).

2205-210—Europe 1815 to the Present [S] 3 hrs. cr.

A survey study of Europe in the 19th and 20th centuries. Emphasis is placed on political, social and economic developments accelerating the

COURSES OF INSTRUCTION

growth of liberalism, nationalism and imperialism. (Formerly 202.)

2205-300—Ancient History [S,Odd]

3 hrs. cr.

A study of ancient times from the prehistoric period to the end of the Roman Empire. Special consideration is given to the Ancient Empires and their contributions to literature, art, religion and science against a political, economic and social background. Prerequisite: Hist 200, 205 or 210. (Formerly Hist 321)

2205-305—United States Social and Intellectual History [F,Odd]

3 hrs. cr.

A study of ideas that have influenced the intellectual, cultural and social aspects of United States History from colonial times to 1877. Prerequisite: Hist 110. (Formerly Hist 301.)

2205-310—United States Social and Intellectual History [S,Even]

3 hrs. cr.

A continuation of History 305. A study of the society and ideas of the United States during the period of its great industrial expansion and emergence as a major world power. Prerequisite: Hist 110 or 120. (Formerly Hist 302.)

2205-315—Economic History of the United States [F]

3 hrs. cr.

A study of the development of the American Economy and its related institutions from colonial times to the present. Prerequisite: Hist 110 or 120. (Formerly Hist 331.)

2205-320—Medieval History [S,Even]

3 hrs. cr.

A study of Europe from the end of the Roman Empire to 1500. Emphasis is placed on the significant historical aspects of the medieval period such as feudalism, the Church, the Crusades and the Renaissance. Prerequisite: Hist 200, 205 or 210. (Formerly Hist 322.)

2205-325—The American Frontier [F,Odd]

3 hrs. cr.

The westward expansion of the United States and its effects upon the social, political and economic institutions until the close of the frontier in 1890. Prerequisite: Hist 110 or 120. (Formerly Hist 341.)

2205-335—Diplomatic History of the United States to 1900 [F, Odd]

3 hrs. cr.

A study of the diplomatic relations of the United States and the related development of its foreign policy from 1775 to 1900. Prerequisite: Hist 110 or 120. (Formerly Hist 381.)

2205-340—Twentieth Century Diplomacy [S,Odd]

3 hrs. cr.

A historical investigation of United States diplomacy and the world of our time. The course emphasizes the increasing importance of the United States in World Affairs since it became a world power. Prerequisite: Hist 110 or 120. (Formerly Hist 382.)

2205-345—Age of Jefferson and Jackson [F,Even]

3 hrs. cr.

The course will concentrate on early political development in the United States. It will trace the evolution of the presidency over the first years of the new government studying the triumph of Jeffersonian ideas, social threads in the period, and the rise of nationalism. Prerequisites: Hist 110 or 120.

HISTORY

2205-350—Civil War and Reconstruction [On Demand] 3 hrs. cr.

A study of the causes of the Civil War, slavery, and reform movements before the Civil War. It will discuss the development of Reconstruction, rise of the "Solid South," and political developments of the era. Prerequisites: Hist 110 or 120.

2205-355—The South [On Demand] 3 hrs. cr.

A survey of the social, economic, political, and intellectual history of the southern United States concentrating on tracing the distinctive characteristics of the section and attempt to discover how a consciousness of the region's separateness evolved.

2205-360—History of Missouri [S,Odd] 3 hrs. cr.

A study of Missouri's growth from the early Indian settlements to the present. Emphasis is placed upon social, political, economic, and institutional development. Prerequisites: Hist 110 or 120.

2205-365—The English Colonies in America [F,Even] 3 hrs. cr.

A study of the progress and development of the English Colonies from 1492 to 1776. Emphasis is placed on the extension of English social, political and economic institution as a background for the American Revolution. Prerequisite: Hist 110. (Formerly Hist 361)

2205-370—Europe Since 1919 [S,Odd] 3 hrs. cr.

The aftermath of World Wars I and II in Europe. Emphasis is placed on the formation of the League, collective security, a study of the totalitarian systems, the United Nations and current problems of world peace. Prerequisite: Hist 200. (Formerly Hist 352.)

2205-375—English History to 1660 [F,Even] 3 hrs. cr.

A survey of the rise and development of the English people from the Roman conquest to the Stuart Restoration. Emphasis is placed upon English Constitutional development and related institutions. Prerequisite: Hist 200. (Formerly Hist 371.)

2205-380—English History from 1660 [S,Odd] 3 hrs. cr.

A continuation of History 375. This is a survey of English History from the Restoration to the Present. Attention is placed on the development of the cabinet system and the emergence of modern political democracy. Prerequisite: Hist 200. (Formerly Hist 372)

2205-385—History of Russia and the Soviet Union [F,Odd] 3 hrs. cr.

A survey approach to the history of Russia from pre-Tsarist times to the present. Emphasis will be placed on the land and the people, national characteristics, political institutions. The Nineteenth and Twentieth centuries will be given special consideration. Prerequisite: Hist 110 or 120; 200, 205, or 210.

2205-390—History of Germany [S,Odd] 3 hrs. cr.

A survey approach to the social, political, military, and economic history of Germany, with major concentration on the post 1519 period. Emphasis will be placed on the decline of the Medieval Empire, princely absolutism, national unification, Weimer Republic, Third Reich, and post World War II Germany. Prerequisites: Hist. 110 or 120; 200, 205, or 210.

COURSES OF INSTRUCTION

2205-405—The United States 1870-1920 [F,Odd] 3 hrs. cr.

A study of the United States at the turn of the century. The impact of the industrial revolution and its effect on social, political and economic institutions, the Progressive Movement and World War I. Prerequisite: Hist 110 or 120. (Formerly Hist 451)

2205-410—The United States Since 1920 [S,Even] 3 hrs. cr.

A study of the impact of politics, diplomacy and industrial development of the United States during the five decades since 1920. Prerequisite: Hist 110 or 120. (Formerly Hist 452.)

2205-415—History of China [F,Even] 3 hrs. cr.

A survey of modern China. Special emphasis is placed on Chinese society, political developments and relations with the west in the 19th and 20th centuries. Prerequisites: Hist 110 or 120. (Formerly Hist 481.)

2205-420—United States Constitutional History [S,Even] 3 hrs. cr.

A study of the growth and development of the United States Constitution from 1787 to the present. Prerequisite: Hist 110 or 120. (Formerly Hist 462.)

2205-425—The Renaissance and the Reformation 1300-1650 [On Demand] 3 hrs. cr.

A study of the political, economic, religious and social development of Europe from the Crusades through the Reformation. The course reviews early European society and institutions and traces the replacements of these by the modern state system and capitalism and the reformation of the Church. Prerequisite: Hist 200, 205, or 210. (Formerly Hist 431.)

2205-430—History of Japan [S] 3 hrs. cr.

A survey of modern Japan. The course traces Japan's history from the middle of the 19th century to the present. Special attention is given to the development of Japan and the world reaction as to it as it came into contact with western culture. Prerequisite: Hist 200, 205 or 210. (Formerly Hist 482.)

2205-435—The Era of the French Revolution and Napoleon [F,Even] 3 hrs. cr.

A study of Europe during the period of revolution and reaction, 1799-1815. Emphasis is placed on the French Revolution, the rise and fall of Napoleon and their manifestations for the future. Prerequisite: Hist 200, 205, or 201. (Formerly Hist 491.)

2205-440—European Intellectual History [S] 3 hrs. cr.

A study of the intellectual, cultural and social occurrences in Europe from the Italian Renaissance to the French Revolution. Emphasis is placed on the Age of Enlightenment, significant effects of the French Revolution, Nationalism, Socialism, and mass warfare upon European civilization in the 19th and 20th centuries. Prerequisite: Hist 200, 205 or 210.

2205-450—English Constitutional History [Demand] 3 hrs. cr.

The development of English political and legal institutions with emphasis on the Anglo-Norman background, the rise of parliament, Tudor absolutism, the Stuart period of revolution, development of the Cabinet, nineteenth cen-

JOURNALISM

ture democratization, and evaluations resulting from the crisis of the Twentieth Century (Formerly His 461.)

2205-498—Seminar in History [Demand]

3 hrs. cr.

A seminar for upper division social science majors. The topics and methods covered in the seminar will be those not included in other courses. Emphasis will be placed upon the individual student's ability to research, assimilate, and present new areas of knowledge. Permission of the instructor is required.

2205-499—Independent Study [F,S]

1-3 hrs. cr.

An independent study course structured by the adviser with the approval of the department head and Division chairman. Prerequisite: Advanced standing in the major field with a grade point average of 3.0. Registration in the course must be approved by the department head and division chairman.

JOURNALISM

Division of Arts and Sciences

Department of Language and Literature

Massa

The journalism program provides training for the student desiring to work in the communications media, for the education major who will advise newspaper and yearbook staffs, and for the student who plans to transfer to a school of journalism. While pursuing a bachelor's degree at Missouri Southern, a student may accumulate 25 hours in journalism. The education major can qualify for state certification. The student headed for a journalism school can test his interest in a career in this field by enrolling in a course or two and by working on the college newspaper, *The Chart*.

To receive the Bachelor of Arts degree with a major in English and a minor in journalism, the student must complete the English major requirements and 21 hours in the supportive area of journalism, as approved by the Division Chairman.

To receive the Bachelor of Science in Education degree with a major in English and certification in journalism, the student must complete the requirements for a major in English and accumulate 15 hours in the supportive area of journalism, as approved by the Division Chairman.

Students expecting admission to a school of journalism their junior year should follow the schedule recommended for the freshman and sophomore years of candidates for a Bachelor of Arts degree with a major in English. They must have 13 hours in one foreign language and principles of economics.

0602-111—News Writing [F,S]

3 hrs. cr.

A study of news of some complexity; editing, copy reading and proofreading. Practical work on the college newspaper, *The Chart*.

0602-121—Mass Communications [F]

2 hrs. cr.

A study of the history and development of the mass communications

COURSES OF INSTRUCTION

industry and its role in the political, social and economic life of the present. Brief study of the professional requirements and vocational opportunities in the field of journalism.

0602-220—Practical Journalism [F,S] [Per sem] 1 hr. cr.

Application of journalistic principles to the college newspaper. One hour of credit each term for a maximum of three terms. Prerequisite: Jour 111 or consent of instructor.

0602-231—Feature Writing [F] 3 hrs. cr.

Advanced courses in writing special articles for newspapers and magazines. Practical work on college publications. Prerequisite: Jour 111 or consent of instructor.

0602-232—Editing and Editorial Writing [S] 3 hrs. cr.

Principles of copy reading and editing. An analysis of editorials appearing in responsible publications and the writing of editorials of some maturity.

0603-241—Radio and Television News Writing [S] 3 hrs. cr.

Techniques of preparing radio and television newscasts, including reporting, writing, editing, and illustrating newscasts. Prerequisite: Jour 111, Speech 102.

0602-302—Photo-Journalism [F] 3 hrs. cr.

Theory and practice of photo-journalism. Study of technical and communications aspects of photography and their application to news media. Prerequisite: Jour 111.

0602-312—Publication Principles [S] 2 hrs. cr.

Editorial and production practices of trade journals and publications of church, school and business. Special emphasis on high school newspapers and yearbooks.

0602-320—Promotional Strategy [F,S] 3 hrs. cr.

(See Marketing and Management, 0509-401)

LAW ENFORCEMENT

Division of Technology

Dix, Seneker

The Associate of Science degree in Law Enforcement prepares students for entrance into police work, a field which has become highly specialized and complex at the local, state and national levels. Modern law enforcement responsibilities make academic preparation beyond the high school level essential.

Many law enforcement agencies have specific requirements regarding minimum age, height, weight, vision and other related requisites. Students interested in this field should check with appropriate agencies regarding their requirements.

The Associate of Science in Law Enforcement requires the completion of the general education courses (see page 54) plus the following: PSc 120, Soc

LAW ENFORCEMENT

110, 212, 322, 412, Psy 221, HPER 212, LE 100, 110, 150, 190, 200, 210, 250, and 290. Electives should be selected, with advisor approval, from the fields of literature or science.

5505-100—Introduction to Law Enforcement [F,S] 3 hrs. cr.

Municipal, county, state and federal police organizations. History and administration of justice. Responsibilities and opportunities in the field of law enforcement.

5505-110—Police Organization and Administration [F] 2 hrs. cr.

Management operations, communications, budgeting, recruiting, training and public relations as they pertain to the local and state law enforcement agencies.

5505-150—Interview and Report Writing [S] 2 hrs. cr.

The techniques of interviewing and writing the report. The collection, recording and preservation of evidence. How to preserve continuity in report writing. Law enforcement forms.

5505-190—Supervised Police Work [Summer] 6 hrs. cr.

The student spends a specific amount of time in the local police department, the local sheriff's department, and with the highway patrol learning the standard line activities. The purpose is to introduce the student to the actual duties of law enforcement officers.

5505-200—Criminal Investigations [F] 3 hrs. cr.

Fundamentals of criminal investigations including theory and history. Techniques appropriate to the specific type of crime are emphasized.

5505-210—Criminal Procedures [F] 3 hrs. cr.

Types of criminal evidence for police; criminal procedures in various courts; arrest, search, seizure, collections of evidence, and related topics.

5505-250—Criminal Law [S] 3 hrs. cr.

Criminal law purposes and functions; laws concerning arrest, search, and seizure. Rights and duties of officers and citizens in relation to local, state and federal laws. The development, application and enforcement of laws.

5505-290—Police Supervision and Management [S] 3 hrs. cr.

Principles of personnel management as applied to law enforcement agencies; evaluation, promotion, discipline, training, employer welfare, and problem-solving leadership.

5505-498—Seminar in Law Enforcement Topics [Demand] 3 hrs. cr.

A survey of current advances in the field. Precise topics to be announced. Prerequisite: Associate Degree in Law Enforcement and senior standing or consent of instructor.

MACHINE TECHNOLOGY

Division of Technology

Scott

Missouri Southern State College offers an Associate of Science in Machine Technology. The specialized course work in this curriculum is designed to prepare students for employment in the metal working industries. General education courses provide growth as an individual and for constructive living in the family and nation.

The curriculum is college oriented. Students following this curriculum are regular members of the college student body and are expected and encouraged to participate in extracurricular activities.

The Associate of Science in Machine Technology requires the completion of the general education courses (see page 54) plus the following: Draf 101, 130, Mach 100, 110, 150, 160, 210, 220, 230, 250 and 260.

5315-100—Introduction to Machine Tool Processes [F,S] 5 hrs. cr.

An introductory course covering the operation, safety, set-up and theory of the five basic machine tools, the lathe, drill press, milling machine, grinders, shaper and planers, and the basic theory and operation of heat treatment and inspection equipment. Two one-hour lectures; three three-hour laboratories per week.

5315-110—Advanced Machine Tool Processes [S] 5 hrs. cr.

The study and use of attachments and accessories for basic machine tools and the introduction of production machines and methods; screw machines, turret lathe, tracer lathes, gear hob, electrical discharge machines, and chemical milling. Two one-hour lectures; three three-hour laboratories per week. Prerequisite: Mach 100.

5315-150—Technical Mathematics [S] 3 hrs. cr.

The introduction and application of the basic concepts of math, geometry and trigonometry to machine tool processes.

5315-160—Process Instrumentation [F, Even] 3 hrs. cr.

Teaches quality control, inspection and precision measurement procedures. Utilizes air and electronic gauging systems, optical measurement and related math. One one-hour lecture; two two-hour laboratories per week.

5315-210—Fundamentals of Cutting Tools [S, Odd] 5 hrs. cr.

Introduction to tool geometry, chip formation and effects of coolants and tool design on tool life. Instruction on the sharpening of standard cutting tools for drilling and on the applications of various factors on machinability. The use of carbides and ceramics as cutting tools. Two one-hour lectures; three two-hour laboratories per week. Prerequisite: Mach 110.

5315-220—Tool and Die Production [S, Even] 3 hrs. cr.

Advanced course on the designing, machining and manufacturing of production tools and dies. One one-hour lecture; two two-hour laboratories per week. Prerequisites: Mach 110, Mach 150, and Draf 110.

5315-230—Jig and Fixture Production [F, Odd] 3 hrs. cr.

Advanced course on the designing, machining and manufacturing of pro-

MARKETING & MANAGEMENT

duction jigs and fixtures. One one-hour lecture; two two-hour laboratories per week. Prerequisites: Mach 110 and Draf 110.

5315-250—Numerical Control in Machining [S] 3 hrs. cr.

The introduction to point-to-point and continuous path numerical control, part programming, operation of numerical control systems, and justification and maintenance of numerical control systems. One one-hour lecture; two two-hour laboratories per week. Prerequisites: Mach 110, Mach 150, and Draf 110.

5315-260—Fundamentals of Metallurgy [F, Even] 3 hrs. cr.

Introduction to ferrous and non-ferrous metallurgy. Studies the physical properties of the various alloys, heat treatment of them, chemical properties of metals, applications of the various metals, machinability, tensile strength and hardness testing, and study of the grain structure of the various alloys. Two one-hour lectures; one two-hour laboratory per week.

5315-498—Seminar in Machine Technology [Demand] 1-3 hrs. cr.

Covers specialized knowledge and skills related to new developments in machine technology. Topics will vary by the semester and situation. Prerequisite: Senior standing in management-technology and having the Associate Degree in Machine Technology.

MARKETING AND MANAGEMENT

Division of Business Administration

Finke, Larimore, Leon, Miller, Price

Look under General Business for requirements essential to earning Bachelor of Science in Business Administration degree with the Marketing and Management major. In the same place find the requirements for the Bachelor of Science in Education degrees with a Business Education major.

The requirements for the Technology Programs leading to Certificates of Achievement and Associate of Science degrees are found on page 154.

0509-300—Principles of Marketing [F,S] 3 hrs. cr.

A survey of the major marketing methods, institutions and practices. The subjects of retailing, wholesaling, distribution channels, marketing legislation, advertising, cooperative marketing, pricing, marketing research and marketing cost are treated from the standpoint of consumers, middlemen and manufacturers. Prerequisite: Econ 201 and 202.

0509-312—Retailing [F,S] 3 hrs. cr.

Principles of successful retail management; analytical and research methods applicable to problems of retail management. Prerequisite: MM 300.

0506-350—Business Organization and Management [F,S] 3 hrs. cr.

A course in business organization and management theory with application of concepts and techniques to specific realistic case situations. Prerequisite: GB 101.

COURSES OF INSTRUCTION

0515-352—Personnel Management [F,S]

3 hrs. cr.

A study of the principles and practices of management with emphasis on the human factors, including procurement, development and maintenance of an effective work force. Prerequisite: MM 350 or consent of instructor.

0509-401—Promotional Strategy [F,S]

3 hrs. cr.

Description of fundamental advertising principles and their application in mass marketing. Analysis of advertising media, the preparation of advertising, and formulation of campaigns. Prerequisite: MM 300.

0590-412—Marketing Management [F]

3 hrs. c.

Managerial aspects of marketing; problems involved in investigations of markets, planning the sales effort, management of sales and service personnel, and control of sales operations. Prerequisite: MM 350 and MM 300.

0506—431—Production Management [F]

3 hrs. cr.

Principles and decision analysis related to the effective utilization of the factors of production in manufacturing activities for both intermittent and continuous systems. The study of production organizations, analytical models and methods, facilities design, and the design of control systems for production operations. Prerequisite: MM 350.

0506-452—Business Policy [S]

3 hrs. cr.

An integrating course cutting across all fields of business administration. Cases pertaining to top management decision making are used. Prerequisite: MM 350.

0509-470—Marketing Research [S]

3 hrs. cr.

A course involving the systematic gathering, recording and analyzing of data relating to (1) market analysis, (2) sales analysis, (3) consumer research, and (4) advertising research. Prerequisite: GB 321 and 6 hrs. of Marketing.

0509-498—Seminar in Marketing and Management [demand]

1-3 hrs. cr.

A seminar for upper division marketing and management or related majors with topics to be announced each time the course is offered. Prerequisite: Senior standing or permission.

0509-499—Independent Study in Marketing and Management [demand]

1-3 hrs. cr.

Individually directed readings, research, and discussions in selected areas of marketing and management for advanced majors. Scope, depth, area of concentration and credit to be arranged upon entry into course. Offered by arrangement. Prerequisite: GPA of 3.0 in major field and permission.

MATHEMATICS

Division of Arts and Sciences

Allen, Boehning, Jensen, Jolly, Livingston
Martin, Roubidoux, Subramanian

A major for the Bachelor of Science degree consists of 39 semester hours. The required courses are: Math 150, Math 250, Math 260, Math 300, plus 21 upper division hours in mathematics. In addition, 18 hours in physical sciences (excluding Chem 100 and Phys 100) are required.

A major for the Bachelor of Science in Education with mathematics as one teaching field (Plan B) consists of a total of 33 semester hours in mathematics. The required courses are: Math 150, Math 250, Math 260, Math 300, and 15 upper division hours in mathematics. In addition, 10 hours in the physical sciences are required.

A major for the Bachelor of Science in Education degree with mathematics as one of two teaching fields (Plan A) consists of 30 semester hours. The required courses are: Math 150, Math 250, Math 260, Math 300, and 12 upper division hours in mathematics. See page 91 for teacher education requirements.

1701-20—Beginning Algebra [F, S] 3 hrs. cr.

A beginning algebra course with a review of basic arithmetic and practical applications.

1701-30—Intermediate Algebra [F,S] 3 hrs. cr.

A course in intermediate algebra for students deficient in algebra. NOTE: No credit in Math 20 or Math 30 will count towards the requirements for a baccalaureate degree.

1701-110—Introduction to College Mathematics [F,S] 3 hrs. cr.

Basic college mathematics with an introduction to various areas of mathematics such as sets, logic, linear programming, and probability. This course satisfies the requirement in mathematics for general education. Prerequisite: One year of high school algebra and satisfactory score on the Mathematics Placement Test, or Math 20 with a grade of C.

1701-112—Trigonometry [Demand] 2 hrs. cr.

Study of trigonometric functions. Prerequisite: One and one half units of high school algebra, one unit high school geometry or permission of the instructor and satisfactory score on the Mathematics Placement Test.

1701-120—Mathematics for Elementary Teachers [F,S] 3 hrs. cr.

Sets of point, systems of numeration, arithmetic of the rational numbers, metric and non-metric geometry, relations and functions, probability. Recommended for prospective elementary teachers. Prerequisite: Math 110.

1701-130—College Algebra [F,S] 3 hrs. cr.

A course for students not majoring in the fields of math, science or engineering. Prerequisite: One and one half units of high school algebra, one unit of high school geometry or permission of the instructor and satisfactory score on the Mathematics Placement Test.

COURSES OF INSTRUCTION

1701-140—Algebra and Trigonometry [F,S] 5 hrs. cr.

This course is the equivalent of Math 112 and Math 130. Prerequisite: One and one half units of high school algebra, one unit of high school geometry or permission of the instructor and satisfactory score on the Mathematics Placement Test.

1701-150—Calculus with Analytic Geometry I [F,S] 5 hrs. cr.

Differentiation and integration of algebraic and trigonometric functions, and plane analytic geometry using vectors. Prerequisite: Math 140 with a grade of C, or four units of high school mathematics and a satisfactory score on the Mathematics Placement Test.

1701-250—Calculus with Analytic Geometry II [F,S] 5 hrs. cr.

Differentiation and integration of transcendental functions, polar coordinates, theory of limits, parametric equations. Applications to physical problems. Prerequisite: Math 150 with a grade of C.

1701-260—Calculus with Analytic Geometry III [F,S] 5 hrs. cr.

Solid analytic geometry, infinite series, partial differentiation and multiple integrals. Prerequisite: Math 250 with a grade of C.

1701-300—Fundamentals of Mathematical Thought [S] 3 hrs. cr.

An introduction to modern algebra and analysis. Sets, relations, functions, logical development of number systems, introduction to theory of groups, rings, integral domains and fields. Prerequisite or corequisite: Math 260.

1702-310—Elementary Statistics [Demand] 3 hrs. cr.

A course intended to provide a basic statistical background for the various majors for advanced study in their specialties. Topics to be covered include data reduction, measures of central tendency, estimation and use of statistical hypothesis, with applications to social, managerial, biological, and physical sciences. This course satisfies the general education requirements in mathematics. Prerequisite: two years high school algebra or Math 130. Will not count toward a major in mathematics.

0833-312—Problems of Teaching Arithmetic in the Elementary Schools 2 hrs. cr.

(See Education 312 for description.) Will not count toward a major in mathematics.

1701-322—Differential Equations [S] 3 hrs. cr.

Standard types of ordinary differential equations of the first and second order, linear equations with constant coefficients and applications to geometry and physical science. Prerequisite: Math 260.

1701-332—Geometry [F] 3 hrs. cr.

Concentrated Euclidian geometry theory from a modern axiomatic viewpoint. Includes an introduction to projective and differential geometry. Recommended for prospective secondary mathematics teachers. Prerequisite: Math 250.

1701-342—Modern Algebra [F, Odd] 3 hrs. cr.

Number theory, equivalence and congruence, theory of groups, rings, ideals, integral domains, and fields. Prerequisite: Math 300.

MATHEMATICS

1703-350—Introduction to Numerical Analysis [S, Even] 3 hrs. cr.

Error Analysis, solution of polynomial and transcendental equations, collocation polynomials, matrix methods, numerical differentiation and integration. Prerequisite Math 250 and Comp. 120.

1701-351—Linear Algebra [S, Odd] 3 hrs. cr.

The algebra of linear equations and matrices, vector spaces, linear mappings and transformations, determinants, bilinear and quadratic forms, linear functionals, vector inner products and cross products. Prerequisite or corequisite: Math 300.

1702-361—Introduction to Probability [F] 3 hrs. cr.

Introduction to theory of probability using concepts and methods of calculus. The binomial and Poisson Probability measures. The central limit theorem. Prerequisite: Math 260.

1701-412—Vector Analysis [S, Odd] 3 hrs. cr.

Vector spaces, linear transformation, determinants, eigenvalues and diagonalization of symmetric matrices, curl, divergence, gradient, multiple integrals and the theorem of Green, Gauss and Stokes. Prerequisite: Math 260.

1701-421—Advanced Calculus I [F, Even] 3 hrs. cr.

A rigorous review of elementary calculus: Real number systems, continuous functions, functions of several variables, implicit functions. Prerequisite or corequisite: Math 300.

1701-422—Advanced Calculus II [S, Even] 3 hrs. cr.

Coordinate transformations, vectors, multiple integrals, Green's theorem, theory of integration, differential equations, Fourier Series. Emphasis on theory rather than applications. Prerequisite: Math 421.

1703-431—Numerical Analysis [F, Even] 3 hrs. cr.

Fundamental numerical analysis theorems, Error Analysis, data approximation techniques, difference calculus, numerical solution of differential equations. Prerequisite Math 322 and Comp. 120.

1799-498—Seminar in Mathematics [Demand] 1-3 hrs. cr.

A seminar for upper division math or related majors. The class meets regularly each week. Meeting times per week are equal to the number of credit hours determined by the department for a given semester. The course is designed to give both broad and specialized knowledge of the discipline. Prerequisite: Advanced standing in major field and consent of department head.

1799-499—Independent Study [Demand] 1-3 hrs. cr.

An independent study course structured by the adviser with approval of the department head and division chairman. Prerequisite: Advanced standing in the major field with a grade point average of 3.0 Registration must be approved by the advisor, department head, and division chairman.

COURSES OF INSTRUCTION

MEDICAL TECHNOLOGY

Division of Technology

(See combined/affiliated degree programs, page 152.)

MUSIC

Division of Arts and Sciences

Elliott, Harrell, Harris, D. Johnson, Sims, Thelen

The Department of Music offers courses leading to the degrees of Bachelor of Arts and Bachelor of Science in Education in Music. The Bachelor of Arts degree includes 64 required hours of music. Required courses are Music 111-112, Music 181-182, Music 211-212, Music 311-312, Music 420, Music 431, Music 444, 16 hours of applied major, 8 of applied piano, and 16 hours of large ensemble. The keyboard major may elect an additional 8 hours in lieu of applied piano requirement.

The Bachelor of Science in Education degree requires Music 111-112, Music 131, Music 181-182, Music 211-212, Music 231-232, Music 332, Music 311-312, Music 361-362, Music 432, Music 411, Music 420, Music 431, Music 444, 14 credit hours in large ensemble, and 14 credit hours of applied major. All music education majors must complete two semesters of applied piano. This requirement may be waived by successful performance proficiency as determined by the department.

All students must meet departmental requirements for recital. All majors must perform in a large ensemble during each semester of residency as follows: Vocal major—Choir 121-122, Wind and Percussion major—Band 191-192, String major—Orchestra 151-152, Keyboard major—any large ensemble with permission of instructor.

Traditionally the music major who seeks either the Bachelor of Arts or the Bachelor of Science in Education degree must complete slightly more than the minimum hours for graduation. The Bachelor of Science in Education degree enables the student to fulfill the requirements for certification to teach elementary and secondary vocal and instrumental music. See page 91 for teacher education requirements.

1006-110—Music Appreciation [F,S] 3 hrs. cr.

Designed to give the non-music major an insight into musical masterpieces from all eras of music literature.

1004-111—Music Theory [F] 3 hrs. cr.

Study of basic fundamentals of music with initiation of harmonic analysis and part-writing. Basic course for music majors; others by consent of the instructor.

1004-112—Music Theory [S] 3 hrs. cr.

Sequential course in written harmony, including inversions, seventh chords, and non-harmonic tones. Prerequisite: Music 111. Three meetings per week.

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1004-121, 122, 221, 222, 321, 322, 421, 422, Choir [F,S] 2 hrs. cr.

Open to all college students by audition only. Preparation and performance of great choral works. Prerequisite: Permission of the instructor.

0832-131—Introduction to Professional Music Education [Demand] 1 hr. cr.

A course designed to orient the student to the profession of music education.

1004-141, 142; 241, 242, 341, 342; 444, 442—Lab Band [F,S] 1 hr. cr.

A stage band open to all students who are qualified instrumentalists. The Lab Band will prepare and present several concerts during the year, while dealing primarily with music of the jazz idiom. Prerequisite: Permission of the instructor.

1004-151, 152; 251, 252; 351, 352; 451, 452—Orchestra [F,S] 2 hrs. cr.

Open to all college students who play an orchestral instrument. The orchestra will present public concerts, performing standard orchestral literature. Prerequisite: Consent of instructor.

1004-161, 162; 261, 262; 361, 362; 461, 462—Vocal Ensemble [F,S] 1 hr. cr.

Small select ensemble from the membership of the college choir. Performs all literature from madrigal to modern music, written for small vocal ensemble. Prerequisite: membership in choir.

1004-171, 172; 271, 272; 371, 372; 471, 472—Brass Choir [F,S] 1 hr. cr.

Open to all students with band instrument experience. Performance of literature for brass ensemble. Two meetings per week.

1004-180—Choral Society [Demand] no credit

Open to all college students and area adults. The purpose of this course is to offer choral experiences for all college students and adults not eligible for the choir. Concerts will be scheduled throughout the year at the discretion of the conductor.

1004-181—Choral Conducting Techniques [F] 2 hrs. cr.

Technique of baton, factors in interpretation, score reading, rehearsal procedures for choral organization, program building, and public appearances.

1004-182—Instrumental Conducting Techniques [S] 2 hrs. cr.

Techniques of baton, factors in interpretation, score reading, rehearsal procedures for instrumental organization, adds program building, and public appearances. Laboratory work with the college Concert Band or Orchestra.

1004-191, 291, 391, 491—Marching Band [F] 2 hrs. cr.

Open to all qualified students with high school band experience. A study and practice of the fundamentals of drill and presentation of marching maneuvers and pageants at athletic events and various community events. Prerequisite: Permission of instructor.

1004-192, 292, 392, 492—Concert Band [S] 2 hr. cr.

Open to all qualified students with band instrument experience. Rehearsal and public performances based upon study and preparation of composite repertoire for this media. Prerequisite: permission of instructor.

COURSES OF INSTRUCTION

- 1004-211—Music Theory [F]** 3 hrs. cr.
Modulation, diatonic seventh chords, altered chords, advanced part-writing procedures. Prerequisite: Music 112.
- 1004-212—Music Theory [S]** 3 hrs. cr.
Secondary dominant chords, augmented triads and sixth chords, advanced modulation, introduction to contemporary techniques. Prerequisite: Music 221. Three meetings per week.
- 1004-310—Vocal Technics [F,S]** 2 hrs. cr.
Class Instruction in tone production of the human voice and the correct usage of vowels and consonants for singing. Skill is developed so that each student will be able to sing individually demonstrating correct tone production. Includes vocal methods and solo materials. Not open to voice majors.
- 1006-311—History of Music [F]** 3 hrs. cr.
General survey of history of music from Greek period to 18th century. (Formerly 351.)
- 1006-312—History of Music [S]** 3 hrs. cr.
From 18th century to the present. Score reading required. (Formerly 352.)
- 0832-332—Music for the Elementary School [F,S]** 3 hrs. cr.
Emphasis on methods of teaching music in the elementary classroom and a study of materials to be used. (Formerly 262.)
- 1004-411—Marching Band Techniques [F]** 1 hr. cr.
Study of procedures needed in organization, promotion, equipping, rehearsing and performance of a marching band. Includes study of musical repertoire and charting of field maneuvers. For music majors; others by consent of instructor.
- 1004-420—Form and Analysis [Demand]** 3 hrs. cr.
Harmonic and formal analysis of compositions from the Baroque Era through contemporary music. Prerequisite: Music 212.
- 1004-431—Orchestration [F]** 3 hrs. cr.
Capacities of orchestral instruments. Scoring for various orchestral combinations, including full orchestra. Prerequisite: Music 212.
- 0832-432—Music in the Public School [Demand]** 3 hrs. cr.
A course designed to acquaint the music education major with the problems of the administration and supervision of the school music program through the high school level. The content includes the place of music in the school program, music equipment, schedules, budget, instructional problems, and public relations in music. (Formerly 371.)
- 1004-444—Advanced Conducting Techniques [F]** 2 hrs. cr.
To prepare the student to successfully handle some of the more difficult conducting skills. Includes irregular beat patterns, advance technical problems and methods developed for solving them. Prerequisite: Music 181, Music 182.

MUSIC

Instrumental Techniques [F,S]

1004-231 String Techniques

1004-232 Brass Techniques

1004-361 Percussion Techniques

1004-362 Woodwind Techniques

2 hrs cr.

Class instruction in the orchestral and band instruments, including a study of methods and materials to be used in the teaching of a beginning student.

101 to 408—Applied Music [F,S]

1004-101

1004-102

1004-203

1004204

1004-305

1004-306

1004-407

1004-408

1-2 hrs. cr.

Private instruction in piano, organ, voice, trumpet, trombone, French horn, violin, viola, cello, double bass, flute, clarinet, oboe, saxophone, bassoon, and percussion. Credit variable. One hour lessons per week in major. Jury examination required. Lessons by arrangement with approved instructors.



NURSING

Division of Technology

Elgin, Ketchum, Landreth, Legg, Mitchell, Peterson

Missouri Southern State College offers a program leading to an Associate of Science Degree in Nursing. Satisfactory completion of the requirements for this degree qualifies the person to write the State Board of Nursing Examination for licensure as a Registered Nurse (R.N.).

Admission to Missouri Southern State College does not automatically confer admission to the nursing program. In addition to meeting admission requirements for the College, candidates who are interested in a career in nursing as a Registered Nurse (R.N.) are required to apply for admission to the Department of Nursing. The application form may be obtained from the Department of Nursing office, Kuhn Hall. Applications should be submitted prior to May 1 preceeding the Fall Semester which you wish to enter. Each application is reviewed by the Admission Committee for the Department of Nursing.

In determining a candidates' eligibility for admission basic qualifications compatible with the profession of nursing are given consideration including test results, scholarship, physical, mental, emotional health and character references establishing personal abilities.

Based upon the Committee's evaluation each applicant is placed in one of three categories: 1) Approved for Admission; 2) Approval on condition that certain stated requirements are met; or 3) Advised not to pursue the program in nursing.

Tuition and fees for nursing students include those listed on page 29 for all college students. Additional expenses applicable to nursing students are:

1. School uniforms, supplies and equipment
Minimum of \$75.00
2. Graduation pin, uniform and licensing application fee
Minimum of \$42.00
3. Eight week summer session: transportation, room, and meals for off campus clinical laboratory. Costs are variable based upon individual arrangement, laboratory schedules and available housing facilities.

The Associate of Science in Nursing requires a minimum of 72 semester hours. The required courses are: Nursing 100, 120, 130, 210 and 240. Supporting science courses required include: Soc 110, Psy 100, Bio 221 and 231 and Chem 100. Courses to complete general education requirements (see page 54.) should be selected with advisor approval. Nursing courses must be earned in the prescribed sequence and supporting science courses should be earned in the prescribed sequence (see page 184).

Supervised clinical laboratory periods are an integral part of each nursing course. During clinical laboratory periods students give direct care to patients under the guidance of the nursing faculty. Clinical laboratory periods are conducted in a variety of community health agencies. Three major agencies include: Freeman Hospital, St. John's Medical Center, Joplin; and St. John's Hospital, Springfield, Missouri.

5208-100 Fundamentals of Nursing [F]

5 hrs. cr.

Nursing 100 provides an orientation to nursing through a brief study of

NURSING

nursing history, concepts of health-illness, and health care delivery. An introduction to pharmacology, communication skills, and rehabilitation is included. Components of the nursing process are presented with application of assessment and intervention in nutrition, elimination, activities of daily living and commonly prescribed therapeutic measures.

Consideration of the individual is approached through concepts of family development, emotional needs, spiritual needs, and resources in relation to health, illness, and dying.

Three (3) hours lecture, four (4) hours of classroom laboratory, four (4) hours clinical laboratory including pre- and post-conferences.

5208-120 Nursing in Physical Illness I [S]

9 hrs. cr.

Nursing 120 focuses upon the care of the adult who requires medical and/or surgical intervention. Emphasis is given to developmental tasks during maturity. The methodology of all components of the nursing process are included as well as principles and concepts of communication, rehabilitation, diet therapy, and pharmacology in relation to common problems in chemical regulation, digestion, and respiration in the health-illness continuum.

Five (5) hours lecture, twelve (12) hours clinical laboratory including pre- and post-conferences with the supervised clinical experience. Prerequisite: Nursing 100 with a minimum grade of C.

5208-130 Nursing in Mental Illness [Summer]

4 hrs. cr.

The course is designed to assist the student to gain increased knowledge of mental health concepts. The student is given the opportunity to gain increased knowledge and skill in communications. Laboratory experiences are planned to help the student gain an understanding of the effect of mental illness on normal adult development and application of nursing principles to the care of the mentally ill adult. Four (4) hours lecture; twelve (12) hours of clinical laboratory. Prerequisite: Nursing 120 with minimum grade of C.

5208-210 Maternal and Child Health [F]

9 hrs. cr.

Family centered course with emphasis on the nursing care of mothers during the maternity cycle. Normal growth and developmental and mental health concepts during this period of the life cycle are included. Emphasis is on individualized care in health and disease. Five (5) hours lecture, twelve (12) hours of clinical laboratory including pre- and post-conferences with the supervised clinical experience. Prerequisite: Nursing 130, with minimum grade of C.

5208-240 Nursing in Physical Illness II [S]

9 hrs. cr.

Nursing 240 continues care of the adult on the health-illness continuum with common problems affecting the cardiovascular-renal and/or surgical intervention. Related drug and diet therapy is included. Emphasis is given to developmental tasks during the aging period. It provides orientation to the role of graduate by presentation of legal and professional responsibilities and opportunities as well as broadening relationships as a more active member of the health team. The student is assisted in initiating the use of the nursing process and communications skills in more acute patient situations. Five (5) hours lecture, fifteen (15) hours of clinical laboratory including pre- and post-conferences with the supervised clinical experience. Prerequisite: Nursing 210 with a minimum grade of C.

OFFICE ADMINISTRATION

Division of Business Administration

Compton, Miner

Look under General Business for requirements essential to earning a Bachelor of Science in Business Administration degree and a Bachelor of Science in Business Education degree.

The requirements for the Technology Programs leading to Certificates of Achievement and Associate of Science degrees are found on page 161.

5005-101—Elementary Typewriting F 3 hrs. cr.

The chief emphasis in this course is to learn to manipulate the typewriter efficiently. The development of speed is stressed so that the student will, upon completion of the course, have a fair rate which will be of use to him personally. A few simple letter styles are taught as well as manuscript writing and basic tabulation.

5005-102—Intermediate Typewriting F,S 3 hrs. cr.

This is primarily a letter writing course. All the styles of business and personal letters are studied and written. Efficient methods of writing more difficult manuscript and tabulations are also studied. Minimum requirement for passing is the ability to type 40 words per minute for five minutes with the 5-error limit. Prerequisite: OA 101 or a good knowledge of the keyboard.

5005-111—Elementary Shorthand F 3 hrs. cr.

A theory course in which the principles of shorthand are studied. Vocabulary building is stressed. Not open to students who have completed one year of shorthand in high school. Typewriting should precede or parallel the course. Class meets five days per week.

5005-120—Intermediate Shorthand F,S 3 hrs. cr.

A dictation course in which the theory has been completed. It is a review of theory, and special attention will be given to developing efficient transcription procedures. Dictation will range from 60 to 110 words per minute. The minimum speed requirement by the end of the semester is to write at least 80 words per minute with 95 per cent accuracy. Prerequisite: OA 111 or any course in which the theory has been completed.

5005-200—Advanced Typewriting [F,S] 3 hrs. cr.

Production of mailable letters, manuscripts, reports, addressing envelopes, business forms and legal typing is emphasized. Minimum passing requirement is 60 words per minute for five minutes with the 5 error limit. Prerequisite: OA 102 or the ability to type 40 words per minute and a knowledge of letter writing.

5005-210—Advanced Shorthand [F] 3 hrs. cr.

The emphasis in this course is to develop accuracy in transcription as well as to increase the rate of transcription. Dictation will range from 80 to 140 words per minute. The minimum requirement by the end of the semester is at least 90 words per minute with 95 per cent accuracy. Prerequisite: OA 120 or the ability to take dictation at 80 words per minute.

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5005-220—Dictation and Transcription [S]

3 hrs. cr.

This is a course for the development of expert stenographers. A great deal of emphasis is placed upon accuracy and rate of transcription, and production of mailable letters. Dictation will range from 100 words per minute to 160 words per minute. The minimum requirement by the end of the semester is at least 120 words per minute with at least 95 per cent accuracy.

5005-230—Secretarial Procedures [S]

3 hrs. cr.

Business ethics, secretarial duties common to all lines of business, such as handling mail, meeting callers, using the telephone, etc. The student receives instructions in the use of present day filing systems and their application to the various types of business. This course is offered for sophomores in the Office Administration curriculum. Freshmen may be admitted by permission of the instructor.

0838-336—Methods of Teaching Business [F,S]

2 hrs. cr.

Special methods of instruction problems and difficulties peculiar to the teaching of each business subject; presentation of subject matter; content and arrangement of material, organization and administration. Prerequisite: At least one course in Education and one course in psychology. Two hours credit in Education.

PHILOSOPHY

Division of Arts and Sciences

Department of Language and Literature

McCormick

1509-201—Introduction to Philosophy [F]

3 hrs. cr.

Comparative survey of major types of philosophy, and of representative problems in philosophy.

1509-212—Ethics [S]

3 hrs. cr.

Exploration of the problem of value, personal moral attitudes and standards, comparative survey of major ethical systems, and evaluation of the chief ethical struggles in contemporary society.

HEALTH, PHYSICAL EDUCATION AND RECREATION

Division of Education and Psychology

Calwhite, Davis, Frazier, Landrith, Oldham,
Roper, Shipley, Wade, Wuch, Yount

Students who desire certification as a teacher of health, physical education and recreation may choose to become qualified at either the secondary level or a combination of both elementary and secondary levels. Students planning to major in this field should refer to page 91 of this catalog where the Teacher Education Program is described. Students planning to teach at both

COURSES OF INSTRUCTION

elementary and secondary levels should select Plan B*. Those desiring to make physical education one of two teaching fields should prepare under Plan A*. The second teaching field must be selected from: art, biology, business education, chemistry, English, mathematics, physics, physical science, Spanish, or speech. The student will consult the specific department concerned for the requirements of the second teaching field.

Persons preparing to teach physical education in the public schools of Missouri may also be **certified to teach health** by completing: HPER 160, Bio 221, and HPER 370.

An area of concentration in **driver education** is offered in this department as a supporting area for those earning secondary level certification in any major area.

A certification program for **interscholastic coaches** is available for men who will be certified to teach at the secondary school level in any major area.

A major for the Bachelor of Science in Education degree with one teaching field (Plan B) consists of 46 semester hours. For men, the required courses are: Bio 221, HPER 150, HPER 251, HPER 252, HPER 310, HPER 331, HPER 312, HPER 342, HPER 350, HPER 351, HPER 352 or 360, HPER 370, HPER 410, HPER 431, HPER 450, and HPER 470. (A course in child psychology (Psy 200) or human development (Psy 110) is required for teachers of elementary school physical education.)

For women, the required courses are: Bio 221, HPER 150, HPER 251, HPER 252, HPER 310, HPER 312, HPER 321, HPER 322, HPER 332, HPER 342, HPER 370, HPER 410, HPER 431, HPER 450 or HPER 220, HPER 470. (A course in child psychology (Psy 200) or human development (Psy 110) is required for teachers of elementary school physical education.)

A major for the Bachelor of Science in Education degree with physical education as one of two teaching fields (Plan A) consists of 32 semester hours. For men the required courses are Bio 221, HPER 150, HPER 251, HPER 252, HPER 310, HPER 342, HPER 431 or 470, and HPER 450. Select 6 hours from HPER 332, HPER 350, HPER 351, HPER 352, and HPER 360.

For women, the course requirements are: Bio 221, HPER 150, HPER 251, HPER 252, HPER 310, HPER 321, HPER 322, HPER 342, HPER 431 or 470, and HPER 450 or 220.

0835-150—Introduction to Professional Physical Education [F,S] 2 hrs. cr.

A course designed to orient the student to the profession of physical education. Attention is given to the development and philosophy of Physical Education.

0837-160—Personal Health [F,S] 2 hrs. cr.

Study of health problems of the individual, body mechanics, nutrition, drugs and drug abuse, sex hygiene, mental hygiene, and the cause and prevention of common diseases. Not recommended for elementary education majors.

*Persons planning to major in Physical Education should go to the physical education office to secure a sheet detailing the course requirements for the curriculum.

HEALTH, PHYSICAL EDUCATION AND RECREATION

0835-251—Fundamentals of Physical Education Activities I [F] 4 hrs. cr.

Study of the skills and understandings of selected activities: games, sports and rhythms commonly found in the school program. Students are required to demonstrate minimum levels of proficiency in the various activities. A student may be required to enroll in an activity course in any area of weakness taught by a team composed of members of both the men's and women's physical education departments. Meets for two periods daily. (Either HPER 251 or 252 may be replaced with 5 semester hours of different activity courses, with permission of department head.) Enrollment restricted to H.P.E. majors.

0835-252—Fundamentals of Physical Education Activities I [S] 4 hrs. cr.

Study of the skills and understandings of selected activities: games, sports and rhythms commonly found in the school program. Students are required to demonstrate minimum levels of proficiency in the various activities. A student may be required to enroll in an activity course in any area of weakness taught by a team composed of members of both the men's and women's physical education departments. Meets for two periods daily. (Either HPER 251 or 252 may be replaced with 5 semester hours of different activity courses, with permission of department head.) Enrollment restricted to H.P.E. majors.

0835-310—The Elementary School Physical Education Program [F] 3 hrs. cr.

A course designed to familiarize the student with the procedures and techniques for planning the curriculum for elementary school physical education. (P.E. majors only.)

0835-311—Physical Education for the Elementary School [F,S] 2 hrs. cr.

Study of the methods and materials needed in directing the activity programs of games, skills, rhythm, and stunts for the elementary school child. Designed for men and women who are candidates for the elementary level teaching certificates.

0835-312—Teaching Elementary School Physical Education [S] 2 hrs. cr.

Analysis of basic movement patterns, basic skills, rhythmic and game activities with detailed explanations of presentation to the elementary school child. Prerequisites: HPER 310 (P.E. majors only.)

0835-321—Theory and Analysis of Selected Team Sports [S] 3 hrs. cr.

A professional course designed for physical education teachers with emphasis on organizing and performing of team sports. Field and play days are covered. Women only. Prerequisite: HPER 150 and 252.

0835-322—Theory and Analysis of Selected Individual Sports [F] 3 hrs. cr.

A professional course designed for physical education teachers with emphasis on organizing, officiating, and performing of individual sports. Women only. Prerequisite: HPER 150 and 252.

0835-331—Theory and Analysis of Selected Team Sports [F] 2 hrs. cr.

A professional course designed for physical education teachers with emphasis on organizing, officiating, and performing of team sports. Men only. Prerequisite: HPER 252.

COURSES OF INSTRUCTION

0835-332—Rhythmic Form and Analysis [S] 2 hrs. cr.

Analysis of dance forms showing how complex music and dance forms are evolved. Prerequisite: Activity course in dance.

0835-340—Motor Learning in Physical Education [S] 3 hrs. cr.

Study of motor learning to provide the teacher with the background necessary for developing a physical education program that meets the needs of the physically and mentally handicapped. Prerequisite: HPER 310 or 311, or permission of instructor.

0835-342—Kinesiological Approach to Movement [S] 3 hrs. cr.

A mechanical and kinesiological approach to the movement of average and exceptional individuals in various activities. Prerequisite: Bio 221 or equivalent and HPER 252.

0835-350—Theory of Basketball [S] 2 hrs. cr.

Organization and management of the secondary school basketball program. Systems of offense and defense in basketball. Study of rules, training schedule, discussion of problems arising during training and regular playing season. Prerequisite: HPER 252.

0835-351—Theory of Football [F] 2 hrs. cr.

Attention to team play, systems of offense and defense, field strategy, discussion of rules, training and equipment. Prerequisite: HPER 252.

0835-352—Theory of Track and Spring Sports [S] 2 hrs. cr.

Organization and administration of meets, coaching, physical conditioning and training for each event including track and field programs. Golf, tennis, and other spring interscholastic sports are also included. Prerequisite: HPER 252.

0835-360—Theory of Baseball [S] 2 hrs. cr.

Organization and management of a school baseball program to individual techniques, team play and problems in coaching of baseball. Prerequisite: HPER 252.

0837-370—School and Community Health Education [F,S] 3 hrs. cr.

Study of the content, facilities, and equipment needed for teaching school and community health. The course is concerned with the health of the individual and of groups. Should be taken by all elementary education majors in place of HPER 160. Separate sections are usually taught for elementary majors. Prerequisite: 5 hrs. Biology.

**0835-410—Principles and Philosophy of
Physical Education [F,S, Even] 3 hrs. cr.**

A study of the changing role of physical education as indicated by its historical past and as evidenced through the influence of the various philosophies. Prerequisite: HPER 150 and 252.

0835-431—Supervision of Interscholastic Programs [F,S] 3 hrs. cr.

Study of the organization and management of athletic programs in schools, staff functions, student leadership, facilities, equipment, health and legal aspects. Rules and regulations of interscholastic activities and techniques of

HEALTH, PHYSICAL EDUCATION AND RECREATION

officiating are studied. Officiating laboratory work is required. Prerequisite: HPER 150 and 252.

0835-450—Prevention and Care of Injuries [F] 3 hrs. cr.

Laboratory experiences in the care and prevention of athletic injuries. Includes first aid training. Prerequisite: Bio 221 and HPER 342. Enrollment limited to physical education majors.

0835-470—Administration of Physical Education [F,S] 3 hrs. cr.

Organizations and management of health and physical education in schools, scheduling, personnel, curriculum, finance, equipment and facilities. The intramural program will be studied in detail. Prerequisite: 20 hr. HPER.

0835-498—Seminar in Health or Physical Education [Demand] 1-3 hrs. cr.

A thorough study of an advanced problem in health or physical education for selected students. Prerequisite: Senior standing, permission of department head.

0835-499—Independent Study 1-3 hrs. cr.

Research of a problem or field study relating to physical education; material, content, credit and schedule to be arranged by the department head. Prerequisite: Senior standing, 3.0 grade point average in major, and permission of department head.

DRIVER EDUCATION

To meet the Missouri teacher certification requirements as a driver education instructor the following courses are required: HPER 220, HPER 230, HPER 361, HPER 362, and Auto 150. Also required are at least 2 hours selected from the following: Psy 210, Psy 221, Educ 370, and Educ 420. Driver education may be selected as a minor area for any person planning to teach at the secondary level under Plan B. Persons under Plan A can obtain certification for driver education also, but this certification must be in addition to their other two teaching fields.

0836-220—First Aid [S] 2 hrs. cr.

Designed to complete the standard course of the American Red Cross in First Aid.

0836-230—Safety [F] 2 hrs. cr.

A course aimed at developing concepts which are basic to safety education and for preparing the student to assume responsibility for accident prevention in the school, home, and community.

0836-361—Introduction to Driver Education [F] 3 hrs. cr.

The first of two courses designed to prepare teachers of driver education for secondary schools. The place of the motor vehicle in American life; traffic safety; instructional materials and recommended methods of presenting such materials in the classroom and in the car on the road; laboratory work with beginning drivers. Prerequisites: Psy 210. Students must have: (1) a valid driver's license and (2) a safe driving record.

COURSES OF INSTRUCTION

0836-362—Advanced Driver and Traffic Safety [S] 3 hrs. cr.

A continuation of 361 with special attention given to administration, organization, finance, adult education, research, and evaluation of the school driver education program. Traffic safety problems at the local, state and national levels are also considered. Laboratory required. Prerequisite: HPER 361.

RECREATION

0837-390—Introduction to Recreation [Demand] 3 hrs. cr.

A study of the recreation movement in America with a special insight into the development of community recreation departments and programs.

0837-391—Recreational Leadership [Demand] 3 hrs. cr.

A study of the qualities which make for effective leadership and a look at the role of the recreation leader. Prerequisite: HPER 390.

COACHING CERTIFICATE*

The coaching certificate has been established to provide an opportunity for for students other than physical education majors to become certified coaches in the State of Missouri. To earn the certificate the student should have a background in athletics and complete a total of 15 semester hours plus any prerequisite. The required courses are as follows: HPER 220, HPER 331, HPER 342. Select 6 hours from: HPER 350, HPER 351, HPER 352, HPER 360.

THE ACTIVITY PROGRAM IN PHYSICAL EDUCATION

The activity program in physical education has two basic objectives. It has the purpose of offering a program that will provide the student with the opportunity to develop a degree of skill sufficient to create interest and participation in this activity during leisure time in the adult years. A second important purpose is to provide the student with the necessary knowledge of philosophical, psychological, physiological and sociological nature of physical activity to comprehend the necessity of continued physical health throughout his lifetime.

To insure exposure to the various recreational activities, the College has adopted the following requirements:

All men and women (except physical education majors) must enroll in HPER 101. Students are required to complete two additional hours; this may be done by choosing two activity courses or HPER 160. All persons planning to teach in the elementary schools of Missouri must complete either HPER 160 or HPER 370.

Physical Education majors will be required to enroll in HPER 150 during their freshman year and HPER 251 and HPER 252 during their sophomore year. Varsity athletes should also enroll in the sport of their choice which will replace any activity course requirement except HPER 101.

A uniform prescribed by the division is to be furnished by each student and is a course requirement.

*This certificate does not permit the individual to teach physical education.

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ACTIVITY COURSES

Course No.	Hrs. cr.
0835-100C Individual Physical Education [Therapeutic] [F]	2
0835-101M Introduction to Physical Activities I [F,S]	2
0835-101W Introduction to Physical Activities I [F,S]	2
0835-161M Varsity Football [F]	1
0835-162M Varsity Basketball [F]	1
0835-171M Varsity Cross Country [F]	1
0835-172M Varsity Track and Field [S]	1
0835-180M Varsity Golf [S]	1
0835-182M Varsity Baseball [S]	1
0835-192M Varsity Tennis [S]	1
0835-201W Bowling and Field Hockey [S]	1
0835-210C Golf and Badminton [F,S]	1
0835-215M Bowling and Flag Football [F]	1
0835-222C Varsity Sports and Activities [F,S]	1
0835-231C Elementary Gymnastics and Tumbling [F, Odd]	1
0835-232C Intermediate Gymnastics [S, Even]	1
0835-240C Fencing and Archery [F]	1
0835-241M Soccer, or Speedball and Basketball [F, Even]	1
0835-242M Wrestling and Softball [S, Odd]	1
0835-250C Social Dance [S]	1
0835-261C Elementary Swimming [S, Odd]	1
0835-270C Advanced Swimming [Senior Life Saving] [S, Even]	1
0835-281C Elementary Modern Dance [F, Even]	1
0835-282C Intermediate Modern Dance [S, Odd]	1
0835-290C Recreational Activities [S, Even]	1
0835-292C Track, Weight Training [F,S]	1

Unless otherwise noted, courses listed above have separate sections for women and men. The letters M, W, and C will be added to the course number of the schedule to indicate the designated sections. M indicates the course is for men only. W indicates the course is for women only. C indicates the course is coed.

PHYSICS

Division of Arts and Sciences

Phillips, Sloan, Strobel

A major for the Bachelor of Science degree in Physics consists of 36 semester hours in physics plus 18 additional hours in mathematics. The required courses are: Phys 250, Phys 260, Phys, 301, Phys 322, Phys 341, Phys 372, Phys 381, Phys 401, Phys 452 or Phys 480, Phys 498, Math 150, Math 250, Math 260, and Math 322. The following courses are recommended but not required: Chem 101, Chem 102, Comp 120, Comp 130, Math 351, Math 412, Math 431, and Phys 480. Students who plan to seek an advance degree in engineering should plan a minimum of one year at a major university for a masters degree and two years for both the bachelor and master degrees in engineering. See suggested order of study for engineering guidelines (page 176).

COURSES OF INSTRUCTION

A major for the Bachelor of Science in Education degree with physics as a single teaching field (Plan B) consists of 25 semester hours of physics plus 15 additional hours in mathematics. The required courses are: Phys 250, Phys 260, Phys 301, Phys 322, Phys 381, Phys 498, Math 150, Math 250 and Math 260. Four upper division additional elective hours in physics are also required. The following courses are recommended but not required: Chem 101, Chem 102, Comp 120, Geol 110 and Phys 372.

A major for the Bachelor of Science in Education degree with physics as one of two teaching fields (Plan A) consists of 21 semester hours of physics plus 15 additional hours in mathematics. The required courses are: Phys 250, Phys 260, Phys 301, Phys 322, Phys 381, Phys 498, Math 150, Math 250 and Math 260. The following courses are recommended but not required: Chem 101, Chem 102, Comp 120, Phys 372 and Geol 110.

Physical Science

A major for the Bachelor of Science in Education degree with a double teaching field in physics and chemistry consists of 21 hours of chemistry and 21 hours of physics, 5 hours of Geology, plus mathematics through Math 260. The required courses are: Phys 250, Phys 260, Phys 301, Phys 381, Phys 498, Chem 101, Chem 102, Chem 162, Chem 201, Chem 301, Geol 110, Math 150, Math 250, Math 260, plus 3 hours of upper division electives in physics. See page 91 for teacher education requirements.

The requirements leading to an Associate of Arts degree in pre-engineering are found on page 156.

1901-100—Fundamentals of Physical Science [F,S] 5 hrs. cr.

Basic concepts in the fields of physics, chemistry, geology, and astronomy. Emphasis on such environmental topics as energy reserves, chemical and thermal pollution, transportation nets, fossil and nuclear power generation, and population. Lecture and demonstration periods. Prerequisite: Math 30 with a minimum grade of C or qualified for Math 110 on the MMPT.

1902-151—Elementary College Physics I [F] 5 hrs. cr.

Study of mechanics, properties of matter, heat, wave motion, sound, electrical circuits, and radioactivity. Four hours of lecture and one 2-hour laboratory per week. Prerequisites: Math 140 or Math 130 and permission of the instructor.

1902-152—Elementary College Physics II [S] 3 hrs. cr.

Magnetism, optics, relativity, nuclear reactions and further study of mechanics including rotational dynamics. Two hours of lecture and one 2-hour laboratory per week. Prerequisite: Phys 151.

1902-250—General Physics I [F,S] 5 hrs. cr.

Includes the study of mechanics, properties of matter, heat, wave motion and sound. The conservation laws of physics are emphasized. Four hours of lecture and one three-hour laboratory per week. Corequisite: Math 150.

1902-260—General Physics II [F,S] 5 hrs. cr.

A study of electricity, magnetism, and light, with introductions to quantum

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properties of radiation and matter. Four hours of lecture and one three-hour laboratory per week. Prerequisite: Phys 250. Corequisite: Math 250.

1902-301—Modern Physics [F] 4 hrs. cr.

Wave motion, special theory of relativity, wave-particle experiments, introductory quantum mechanics, and nuclear physics. Prerequisite: Physics 260. Corequisite: Math 260.

1902-312—Statics [S] 3 hrs. cr.

The principles of mechanics as applied to problems of engineering in which the structures under consideration are in static equilibrium. Three lectures per week. Prerequisite: Phys 250. Corequisite: Math 260.

1902-322—Classical Mechanics [S,Even] 3 hrs. cr.

Kinematics and dynamics of particles and systems of particles including the harmonic oscillator, potential functions, conservative fields of force, central force motion, energy, gravitation, rigid bodies and an introduction to the mechanics of continuous media. Three hours of lecture per week. Prerequisite: Phys 260. Corequisite: Math 322 or permission of instructor.

1902-341—Thermal Physics [S,Odd] 4 hrs. cr.

Temperature, transfer of heat, laws of thermodynamics, entropy, enthalpy, reversibility and irreversibility, thermal properties of materials, low temperature physics, change of phase, kinetic theory, and statistical mechanics. Four hours of lecture per week. Prerequisites: Math 260 and Phys 260.

1902-372—Electronic Circuits [S] 4 hrs. cr.

Circuit analysis, resonance, tube and transistor characteristics, power supplies, amplifiers, and oscillators. Two three-hour lectures and lab per week. Presently limited to 15 students by equipment considerations. Prerequisite: Phys 260. Corequisite: Math 260.

1902-381—Intermediate Physics Laboratory [F,Even] 3 hrs. cr.

Experiments in classical and modern physics, including wave phenomena, heat transfer, electrical measurements, optics, photo-electric effect and radioactivity. Two 3 hour laboratories per week. Prerequisite: Phys 301 or permission of instructor.

1902-401—Electricity and Magnetism [F,Odd] 4 hrs. cr.

Includes study of electrostatic forces, electric fields, electric potential, properties of conductors and dielectrics, magnetic fields, magnetic properties of matter, induced electromotive force, electric circuits, Maxwell's equations and electromagnetic waves. Four hours of lecture per week. Prerequisites: Math 260 and Phys 260.

1902-452—Quantum Mechanics [Demand] 3 hrs. cr.

Time independent Schrodinger equation, eigenfunctions, expectation values, differential operators, perturbation theory, multi-electron atoms and applications to solid state physics. Three hours of lecture per week. Prerequisite: Phys 301 and Math 322.

COURSES OF INSTRUCTION

1902-480—Selected Topics in Physics and Engineering [Demand] 3 hrs. cr.

Students may select one or more of the following topics for further study: Solid State Physics, Optics, Nuclear Physics, Advanced Mechanics, Circuit Analysis, and Fluid Mechanics and Heat Transfer.

1902-498—Seminar [F,S]

1-3 hrs. cr.

Topics of current interest elected by the student from the areas of physics and engineering. The course will also include several visits to nearby universities to attend colloquiums. Secondary education majors will be required to present several lecture-demonstration programs illustrating the basic concepts in physics at the secondary level. Open to students having a minimum of 18 hours of physics and permission of the instructor.

1902-499—Independent Study [F,S]

1-3 hrs. cr. each time elected

An independent study course structured by the advisor with approval of the department head. Prerequisite: Advanced standing with a grade point average of 3.0 in the major field. Registration in the course must be approved by advisor and the department head.

POLITICAL SCIENCE

Division of Arts and Sciences

Department of Social Science

Evans, St. Clair, Youst

Students who plan to do graduate study after completing the baccalaureate degree and/or who plan to enter government of community service will want to take the Bachelor of Arts degree. A political science major for this degree consists of 30 semester hours in Political Science. The student will select these courses in consultation with his advisor.

A political science minor consists of 20 semester hours in Political Science. For the minor the student will also select these courses in consultation with his advisor.

A social science major for the Bachelor of Science in Education degree, with an emphasis in Political Science (Plan B) consists of 47 semester hours. The requirements are : Hist 110, Hist 120, Histo 200, Hist 201 or 202, 6 hours of upper division History courses, 3 hours of European and 3 hours of U. S. History, PSc 120. For the remaining 23 hours the student will take Econ 201, 3 hours of Geography, 3 hours of Sociology and 7 hours in upper division Political Science courses. See page 91 for teacher requirements.

2207-120—Government: National, State, Local [F,S]

3 hrs. cr.

A study of the National, State and Local governments in the United States, including the state of Missouri.

2207-231—Introduction to Political Science [F]

3 hrs. cr.

A study of the discipline of Political Science which deals with the foundation, organization, development and principles of political science.

2207-301—Political Parties and Elections [F,Even]

3 hrs. cr.

A study of the origins, structure, and functions of political parties; the

POLITICAL SCIENCE

dynamics of the two-party system and the role of third parties. It also analyzes the election process. Prerequisite: Political Science 120.

2207-302—Public Opinion and Pressure Groups [S, Even] 3 hrs. cr.

The study of the nature of pressure and interest groups and their role in the formulation of public opinion and governmental policy. Prerequisite: Political Science 120.

2207-311—The American Presidency [F,S] 3 hrs. cr.

The politics of presidential selection, the powers of the President, the organization of the executive branch and its relations with other organs of government. Prerequisite: Political Science 120.

2207-312—The Legislative Process [S, Odd] 3 hrs. cr.

An introduction to the legislative process; problems of representation, organization of the legislature, participation, and proposals for improved organization. Emphasis is placed on legislatures at the national level. Prerequisite: Political Science 120.

2207-321—International Relations [F, Even] 3 hrs. cr.

A study of the present-day relations and problems among the states of the world and the major factors which underline and influence these relations. Prerequisite: Political Science 120.

2207-322—International Law [S, Odd] 3 hrs. cr.

A study of the rules and principles accepted by the members of the community of nations as defining their rights and duties and the procedure employed in protecting their rights and performing their duties. Prerequisite: 6 hrs. in political science, preferably including Political Science 321, or permission of instructor.

2207-331—Comparative Government [F, Odd] 3 hrs. cr.

A study of the governments of selected European countries with special attention given to development of their political systems both in theory and practice. A comparison with American governmental institutions is emphasized. Prerequisite: Political Science 120 or 231.

2207-332—Non-European Comparative Government [S, Even] 3 hrs. cr.

A study of the governments of selected non-European countries with special attention given to the development of their political systems both in theory and practice. Prerequisite: 6 hours in political science, preferably including Pol. Sci 331, or permission of the instructor.

2207-342—Municipal Government [On Demand] 3 hrs. cr.

A study of the structure, legal status, functions and organization of municipal governments in America. Prerequisite: 6 hours in Political Science.

2207-350—Criminal Law [S] 3 hrs. cr.

A study of the origins, development, application, and enforcement of criminal laws, their purposes and functions, and the rights and duties of public officials and citizens in relation to local, state and federal laws. The course is interdisciplinary in nature bringing together law enforcement

COURSES OF INSTRUCTION

students and political scientists in attempting to achieve a common understanding of crimes and punishment. The casebook method is used and students taking the course for upper level credit must complete additional research in the field of criminal law as required by the instructor. Prerequisite: Political Science 120.

2207-411—Political Theory [F, Odd] 3 hrs. cr.

A survey of selected Western Political philosophies from early recorded history through the present time. Prerequisite: 6 hours in Political Science.

2207-412—Contemporary Political Thought [S, Even] 3 hrs. cr.

An examination of political ideas during the twentieth century. Prerequisite: 6 hours in Political Science.

2207-421—Public Administration [On Demand] 3 hrs. cr.

A study of the nature, scope, and development of the American administrative system, the theory of organization, staff and auxiliary agencies, the chief executive, administrative relationships, and science in administration. Prerequisite: 6 hours in Political Science.

2207-432—Constitutional Law [S, Odd] 3 hrs. cr.

Development of the Government of the United States through judicial interpretation of the Constitution. Prerequisite: Political Science 120.

2207-461—English Constitutional History 3 hrs. cr.

(See History 461)

2207-462—United States Constitutional History 3 hrs. cr.

(See History 462)

2207-498—Seminar in Political Science [Demand] 3 hrs. cr.

A study of analytical reports, research and discussions, designed to give a broad knowledge of the discipline and methods of Political Science. Prerequisite: 9 hours upper division Political Science and senior standing.

2207-499—Independent Study [F, S]

An independent study course structured by the advisor with the approval of the department head and division chairman. Prerequisite: Advanced standing in the major field with a grade point average of three or better. Registration must be approved by the department head and division chairman.

PSYCHOLOGY

Division of Education and Psychology

Dryer, Guilliams, Junkins, Starkey, Volskay, Willis

The Department of Psychology offers three degrees: Bachelor of Arts (AB) Bachelor of Science (BS), and Bachelor of Science in Education with a major in Psychology-Special Education (BSE). See specifics below and suggested order of study section at back of Catalog.

PSYCHOLOGY

Bachelor of Arts Degree

A major for the Bachelor of Arts degree consists of 32 semester hours. A supporting area of 15 hours is required and may be selected from the natural sciences or mathematics. Also, a supporting area of 15 hours may be selected from sociology/anthropology, business, computer science or special education, but each must be accompanied by 5 hours of natural science beyond the general education requirement. Required courses in psychology are: Psy 110, Psy 311, Psy 312, Psy 411, Psy 451, Psy 452.

Bachelor of Science Degree

A minimum of 31 hours in Psychology and a minimum of 20 hours in a supporting area above the General Education Requirements are required for the BS degree in Psychology. Required Psychology courses are: 110, 311, 312, 411, 442, 451, 452 and 498 (six hrs., three specifically in experimental design, and three in a selected topic related to students' supporting area). Supporting areas may be chosen from the following departments with specific courses to be selected with the advice and consent of the psychology faculty in order to meet individual needs: Biology and/or Chemistry, Biology and/or Physics, Chemistry and/or Physics, Math and/or Computer Science, Computer Science and/or Business, Marketing & Management, or Law Enforcement.

Bachelor of Science in Education with a Major in Psychology-Special Education

Students who plan to teach Psychology and/or Special Education in the secondary and/or elementary schools should work toward the BSE with a Major in Psychology-Special Education. Satisfactory completion of the degree requirements entitles the graduate to Missouri State Department of Education teaching certificates in Psychology and three areas of Special Education (EMR, LD, and Emotionally Disturbed). All students will make application for admission to the teacher education program as explained in the Education section of the Catalog. In addition to the General-Education Requirements for all baccalaureate degree candidates, specific requirements for all baccalaureate degree candidates, specific requirements for the BSE: Psy-Spec. Ed. have been established. These requirements fall into three areas (1) 38 hours of Psychology: 110, 302, 310, 311, 312, 411, 412, 422, 432, 442, 451, and 498 (Behav. Management Tech's); (2) 19 hours of Special Education courses outside the Psychology Department: Education 312, 340, 351, 260 and 492. HPER 340, and Speech 492; and (3) 15 hours of professional education outside the Psychology Department: Educ 330, 331, 370, 402, 432 and 444 or 464.

Chemistry 101 or Physics 151, Biology 120 and Math 130 should be taken to fulfill the General Education Requirements in the natural sciences and mathematics respectively for all three degrees in the Department.

A minor consists of 21 semester hours and must include Psy 411.

2001-100—General Psychology [F,S]

3 hrs. cr.

An introductory course, stressing the importance of the psychological mechanisms underlying all mental processes, such as sensation, perception, emotion, thinking, and learning. A General Education requirement course. Education and Psychology majors should substitute Psy 110.

COURSES OF INSTRUCTION

2009-110—Psychology of Human Development [F,S] 5 hrs. cr.

An intensive study of the science of psychology; genetic, physiological, intellectual, social, and personality principles and concepts as they affect child and adolescent development and behavior. Observation laboratory required. Approximately one-half the course same as Psy 100. (Should be taken in place of Psy 100 by education and psychology majors. Fulfills General Education Requirements.)

2001-120—Freshman Orientation [F,S] 1 hrs. cr.

This course is designed to help the student become adjusted to the college environment. Beginning with personal adjustment and rules and regulations, the course broadens its scope to vocational orientation. It culminates with the advising and enrolling of the student in classes for the next semester. No credit toward psychology major.

2009-200—Child Psychology [F,S] 3 hrs. cr.

Behavior and growth patterns of children are studied. Psychological facts and principles which are necessary for the understanding of the child in his home and school environment. Prerequisite: Psy 100.

2009-210—Adolescent Psychology [F,S] 3 hrs. cr.

A study of the development of the attitudes, interests, problems, and adjustment of the adolescent. A foundation for the proper evaluation of adolescent behavior. Prerequisite: Psy 100.

2001-221—Psychology of Personal Adjustment [F] 3 hrs. cr.

A study of the basic problems of personality adjustment. Intended to aid the student in promoting better mental health for himself and to better understand the behavior of others.

0808-302—The Exceptional Child [F,S] 2 hrs. cr.

Understanding and guiding the exceptional child through study of child growth and behavior. How to recognize and deal with specific problems of exceptional children. Prerequisite: 5 hrs. Psy.

0822-310—Educational Psychology [F,S] 3 hrs. cr.

Study of the psychological problems involved in education and the practical application of psychological principles of teaching. Special emphasis placed on measurement, the nature of learning, and the environmental influences of behavior. Prerequisite: Psy 110; or Psy 100 and Psy 200 or Psy 210.

2007-311—Applied Statistics for the Behavioral and Natural Sciences [F] 3 hrs. cr.

The analysis and interpretation of data resulting from the conduct of experiments. Desk computer utilized for all techniques up to and including three-way ANOVA and multiple regression. Prerequisite: Psy 100 or Psy 110.

2002-312—Experimental Psychology [S] 5 hrs. cr.

A laboratory course emphasizing the study of animal behavior by scientific methods. Stresses experimental design and research techniques. Prerequisite: Psy 311.

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2005-341—Experimental Social Psychology [F] 3 hrs. cr.

Study of the social behavior of the individual, interests and tendencies that grow out of the community life in terms of inter-group and inter-personal relationships. Prerequisite: Psy 311.

2002-411—Psychology of Sensation and Perception [F] 3 hrs. cr.

Nature of the perceptual processes and their relationship to the senses. A laboratory course. Prerequisite: 312 or consent of instructor.

0825-412—Measurement and Evaluation in Education and Psychology [F,S] 2-3 hrs. cr.

A study of test construction and item analysis. Practice in evaluating and selecting tests, in administering and scoring, and in the analysis and presentation of test results. Prerequisite: Psy 310 or Psy 311. (Offered in the professional semester for 2 hrs. only.)

2003-422—Theories of Personality [S] 3 hrs. cr.

This course is to present an organized summary of the major contemporary theories of personality. Relevant validation research and over-all evaluation of the application of each theory will be considered. Prerequisite: Psy 100 or Psy 110, and consent of instructor.

2001-432—Abnormal Psychology [S] 3 hrs. cr.

The nature and etiology of the various forms of behavior disorder, mental deficiency, and other deviations. Critical evaluation of current theories. Visits to hospitals. Prerequisite: Seven hours of psychology.

2010-Psy 442—Physiological Psychology [S] 3 hrs. cr.

The study of brain function and brain-behavior relations with overviews of neuroanatomy, neurochemistry, nerve membrane potential, electrical and chemical aspects of synaptic transmission, sensory and motor aspects of brain function, and the integrative aspects of brain function in relation to behavior. Laboratory included. Prerequisite: Bio 120 and Psy 312, or equivalent and consent of instructor.

0822-451—Psychology of Learning [F] 3 hrs. cr.

Designed to acquaint the student with the major theories of learning. The theories will be analyzed, compared, and evaluated in the light of current research findings in the area of human and animal learning. Laboratory included. Prerequisite: Psy 310 or Psy 311.

2001-452—History and Systems of Psychology [S] 3 hrs. cr.

A study of the various systems of psychology based on historical antecedents and their effects on contemporary scientific psychology. Prerequisite: Psy 311, or consent of instructor.

2006-471—Individual Testing [F] 3 hrs. cr.

A study of the group and individual intelligence tests with practice in the administering and interpreting of the scores. Emphasis is placed on the Binet and Wechsler Scales. Prerequisite: Psy 412, or equivalent, and consent of instructor.

COURSES OF INSTRUCTION

2006-472—Group Testing [S]

2 hrs. cr.

Practice in the administration of group tests. Emphasis is placed on interpretation of test scores, report writing, and reliability and validity studies. Prerequisite: Psy 412.

2099-498—Seminar in Psychology [F,S]

1-3 hrs. cr.

The seminar meets regularly each week. Meeting time per week is equal to the number of credit hours determined by the department for a given semester. The course is designed to cover specialized knowledge and/or current research in the discipline. Topics vary by semester and situation. Frequently offered topics are: Behavior Modification, Biochemical Correlates of Learning and Memory, Advanced Applied Statistics, and Experimental Design and Applied Research Problems. Prerequisite: Advanced standing and consent of department head.

2099-499—Independent Study [Demand]

1-3 hrs. cr.

An independent study course structured by the adviser with approval of department head. Prerequisite: Advanced standing in the major field. Registration in the course must be approved by adviser and department head.

SOCIOLOGY

Division of Arts and Sciences

Department of Social Science

Challman, Grant, Gubera, Pilkenton

A Bachelor of Arts degree consists of 30 semester hours in sociology. The required courses are: Soc 110, Soc 210, Soc 311, Soc 321, Soc 421, and Soc 432. Within the 30 hours requirement at least 15 hours must be upper division courses. One course in general statistics or its equivalent is also required for completion of the A.B. program. An additional supporting area of 15 hours is required. A student selects this area in consultation with and by the approval of his advisor.

It is recommended that the student take Bio 120 in satisfying general education requirements, or Bio 100 and Bio 202; or Bio 100 and Soc 152. Until a course in Computer Science for the Social Sciences is made available Comp 100, Comp 110 and Comp 120 are suggested for students planning to go to graduate school.

Sociology may be used as a 21 hour minor or 15 hour supporting area with certain majors. The Bachelor of Arts student selecting sociology as a minor or supporting area should consider required courses suggested for A.B. sociology majors as a guideline. It is recommended that Bachelor of Science in Education majors taking sociology as a minor or supporting area select Soc 110, Soc 121 and Soc 210 plus upper division electives to satisfy the total hour requirements.

A social science major for the Bachelor of Science in Education degree, with emphasis in Sociology (Plan B), consists of 50 semester hours. The requirements are: Hist 110, Hist 120, Hist 200, Hist 201 or 202, and three upper division semester hours in U. S. History and three upper division semester

SOCIOLOGY

hours in European History and Pol Sci 120, Econ 201, Geo 221 or 222, Soc 110, Soc 321 and electives in Sociology, 17 hours. Nine hours of the electives must be upper division. See page 91 for teacher education requirements.

2208-110—Introduction to Sociology [F,S]

3 hrs. cr.

An introduction to the systematic study of society. The emphasis is on the major concepts of sociology and the scientific point of view in dealing with social phenomena.

2208-121—Family [F]

3 hrs. cr.

Development of family relationships throughout the life cycle. Attention is given to courtship and engagement as well as factors promoting satisfactory family relationships.

2208-152—Introduction to Anthropology [S]

3 hrs. cr.

Attention is given to both physical and cultural anthropology. There are comparisons between "preliterate" and "literate" cultures.

2208-210—Social Problems [F,S]

3 hrs. cr.

Study of "problem areas" and "social issues" in modern society. Considers personality adjustment, strains, family problems, forms of deviancy, and group conflict in a stimulated laboratory atmosphere. The latter part of the course explores "solutions" and social engineering programs. Prerequisite: Soc 110. (Formerly Soc 212.)

2208-301—Sociology of Religion [F]

3 hrs. cr.

Study of religion as a social institution. Comparative religions considered briefly. Major attention is given to the relationship of religion to other social institutions in contemporary society. Prerequisite: 6 hours of sociology.

2208-311—Social Stratification [F]

3 hrs. cr.

Analysis of the sociological processes in relation to social situations and interpersonal behavior. Study of factors which account for differences in influence, power and social prestige. Prerequisite: Soc 110 or permission of the instructor.

2208-321—Social Institutions [F]

3 hrs. cr.

An analysis of the basic social institutions of human society; comparing and contrasting the structure and form among the various cultures, emphasizing interdependence and effect upon human behavior. Prerequisite: 6 hours of sociology.

2208-331—Social Work I [F]

3 hrs. cr.

A study of the historical and philosophical development of social work theory including an analysis of the rationale and techniques used in social casework. Prerequisite: Soc 110, Soc 121, Soc 210.

2208-332—Social Works [S]

3 hrs. cr.

Examination of careers and agencies in the field of social work and practical experience in volunteer work with social work agencies. Prerequisites: Social Work I plus all prerequisites for it. (Soc 331).

2208-341—Social Psychology [F]

3 hrs. cr.

(See Psy 341.)

COURSES OF INSTRUCTION

2208-351—Criminology [F]

3 hrs. cr.

Examines the social-cultural concepts of crime and the theories, agencies and institutions which deal with offenders. Particular attention is given to treatment of the offender, the causation of criminal and anti-social behavior, as well as to programs of crime prevention. Prerequisite: Soc 110 and Soc 212 or permission of the instructor.

2208-352—Group Dynamics [S]

3 hrs. cr.

A study of the processes underlying group interaction and action emphasizing the importance of leadership and communication in social organization. Prerequisite: Soc 110.

2208-361—Populations Problems [F]

3 hrs. cr.

The changes in population are stressed through an analysis of birth rates, death rates, and migrations. Demographic and exological factors are stressed in relation to social stratification, ethnic and minority groups, and cultural settings. Prerequisite: 6 hours of sociology.

2208-362—Social Pathology [S]

3 hrs. cr.

Problems of social disorganization and deviant behavior in industrial societies. Deals with such topics as dilemmas of work and leisure, problems of conformity and dissent, the clash of popular myths and social realities, mental illness, alcoholic and narcotic addictions, sexual deviation, suicide, bohemianism, youth protests, alienation, anxiety, and anomie; the ambiguity of "normality."

2208-382—Minority Groups and Race Relations [S]

3 hrs. cr.

An examination of racial and cultural minorities in contemporary American society with special attention given to an analysis of prejudice and discrimination. Prerequisite: Soc 110. (Formerly Soc 351.)

2208-402—The Community—Rural and Urban [S]

3 hrs. cr.

Survey of the operation of social processes in groups which share common bonds of territory and cultural interests. Limited attention to the international community. Major attention to the American scene, including the regional, rural, urban, ethnic, and status communities. Prerequisite: 9 hours of sociology.

2208-412—Juvenile Delinquency [S]

3 hrs. cr.

Consideration is given to environment and social background for the study of juvenile delinquency. Emphasis is placed upon factors of causation as revealed through personal, family and community situations conditioning delinquent behavior; analysis of concrete cases of juvenile delinquency; and examinations of current methods of dealing with juvenile offenders and programs for the prevention of delinquency. Prerequisite: Soc 110, Soc 322.

2208-421—Sociological Theory [F]

3 hrs. cr.

Classical and contemporary social philosophy related to the current theoretical and applied systems of sociology. A study of social thought from Comte to Parsons, utilizing interpretation and evaluation of these philosophies as they relate to the present social conditions. Prerequisite: 9 hours of sociology.

SPEECH AND DRAMA

2208-432—Sociological Investigations [S]

3 hrs. cr.

Group and individual research in the scientific and methodological applications of sociology through quantitative and qualitative techniques of obtaining social data. Critical evaluation of the designs and methods used in sociological research and fieldwork. Prerequisite: 12 hours of sociology.

2208-441—Collective Behavior [F]

3 hrs. cr.

A study of the behavior of people in large groups; collective interstimulation and emotions, crowds, audiences, and publics; mass stimuli and mass response.

2208-499—Independent Study [F,S]

1-3 hrs. cr.

An independent study structured by the adviser with the approval of the department head and division chairman. Prerequisite: Advanced standing in the major field with a grade point average of 3.0. Registration in the course must be approved by the department head and division chairman.

SPEECH AND DRAMA

Division of Arts and Sciences

Brietzke, Bowman, Hunt, Rhodes

A major for the Bachelor of Arts degree consists of 40 semester hours. The student may select a major emphasis in drama or speech. Required courses for a major emphasis in drama are theatre lab 4 hours, Dr 331, 332, Dr 342, Dr 351, Dr 362, Dr 372, Dr 422, Dr 431, Dr 441, Sp 101, Sp 212, Sp 498.

Required courses for a major emphasis in speech are Sp 101, Sp 102, Sp Cor 131, Sp 211, Sp 212, Sp 300, Sp 310, Sp 311, Sp 498, Forensics Workshop 4 hours, Dr 331, Dr 332, Dr 351.

A major emphasis in speech and drama in the Bachelor of Science in Education curriculum, one of two teaching fields (Plan A), consists of 30 semester hours of speech and drama. Either drama or speech may be emphasized. Required courses for a major emphasis in drama are theatre lab 3 hours, Dr 331-332, Dr 342, Dr 351, Dr 362, Dr 372, Sp 101, Sp 212, Sp 498.

Required courses for a major emphasis in speech are Sp 101, Sp 102, Sp 210, Sp 310, Sp 311, Sp 498, Forensics Workshop 3 hours, Dr 331-322, Dr 351. See education section for teacher education requirements (page 91).

A major in speech and drama as one teaching field (Plan B) includes 37 semester hours. Required courses with an emphasis in drama are theatre lab 4 hours, Dr 331-332, Dr 342, Dr 351, Dr 362, Dr 372, Dr 431, Sp 101, Sp 212, Sp 300, Sp 498.

Required courses with an emphasis in Speech are Sp 101, Sp 102, Sp 210, Sp 300, Sp 310, Sp 311, Sp 498, Forensics Workshop 4 hours, Dr 331-332, Dr 351, Sp Cor 131.

DRAMA

1007-Dr 101, 102, 201, 202, 301, 302, 401, 402—Dramatic

Performance [F,S]

1 hr. cr.

The performance of a major role in a dramatic production. A student may accumulate up to 3 hours of credit. Credit is applied after departmental evaluation and approval at the end of each semester.

COURSES OF INSTRUCTION

1007-110—Theatre Appreciation [F,S]

3 hrs. cr.

Survey of contributions to dramatic production of all ages by playwrights, directors, designers. Appreciation of dramatic form and style. A humanities course for the non-drama major.

1007-121, 122, 221, 222, 321, 322—Theatre Laboratory

[F,S]

[per sem.] 1 hr. cr.

A laboratory and, whenever possible, lecture course devoted to the mounting of major productions.

1007-201—Summer Theatre Production [Demand]

6 hrs. cr.

Includes active participation in the summer theatre presentations. Special instruction in voice and diction, movement, acting, and basic stagecraft.

1007-331, 332—Development of the Drama [F,S]

[per sem.] 3 hrs. cr.

(331) History and study of the development of theatre and theatre arts; forms, style, and structure of drama from the Greeks to the Elizabethan era; (332) Jacobean to contemporary American theatre.

1007-342—Beginning Acting [S]

3 hrs. cr.

A basic performance and theory course, analysis and creation of a role; stage movement and pantomime; basic stage techniques. Problems in stage speech and dialects for the stage.

1007-351—Play Production [F]

3 hrs. cr.

Techniques and problems of mounting a play. Includes a basic analysis of the construction of the drama, along with basic elements of costume, stagecraft, and make-up.

1007-362—Stage Costume and Design [S]

3 hrs. cr.

Survey of available materials, period costume, and practical experience in the rendering of costume designs to actual stage costumes.

1007-372—Directing for the Stage [S]

3 hrs. cr.

Study of the skill and role of the director, script analysis, casting, production administration, and director-actor relationships. Each student enrolled will have a directing project or will assist the staff as student director for a major production.

1007-422—Styles in Acting and Interpretation [S, Odd]

3 hrs. cr.

Lecture and laboratory study of physical manners, posture, movement, rhythm, gesture, and vocal qualities in relation to various periods of theatre presentation. Prerequisite: Dr 341.

1007-431—Creative Dramatics [F, Even]

3 hrs. cr.

A study of drama for children with emphasis upon the awakening of the creative imagination through various types of literature.

1007-441—Stage Design [F, Odd]

3 hrs. cr.

Principles and history of scenic design, sketching, rendering, scene painting techniques. Study of set design related to various styles of drama. Stage lighting approached from practical and aesthetic values.

SPEECH AND DRAMA

1007-499—Independent Study in Drama [F,S]

1-3 hrs. cr.

An independent study course structured by the adviser with approval of department head. Prerequisite: Advanced standing in the major field with a grade point average of 3.0. Registration in the course must be approved by adviser, department head, and division chairman.

SPEECH

1506-100—Speech Techniques [F,S]

3 hrs. cr.

A practical course designed to improve or to develop self-expression. Emphasis is placed on development of principles of effective oral communication.

1506-101—Argumentation and Debate [F]

3 hrs. cr.

A study of the modern forms of evidence, evaluation, and argument, and of methods of refutation and ethical relationships of these methods in a free society.

1506-102—Public Speaking [S, Odd]

3 hrs. cr.

Practice in preparation and delivery of impromptu and extemporaneous speeches. Prerequisite: Sp 100.

1506-121, 122, 221, 222, 321, 322, 421, 422

Forensics Workshop [F,S]

[per sem.] 1 hr. cr.

A practicum in the area of forensics, including research, organization, and presentation of the current debate proposition along with the development and presentation of individual events.

1506-210—Discussion Techniques [F,S]

3 hrs. cr.

Studies in the field of group discussion designed to point out the different types of discussion through participation.

1506-212—Oral Interpretation [S, Odd]

3 hrs. cr.

Study and application of principles and techniques of oral reading. Includes analysis of different types of literature with emphasis upon platform presentation of prose and poetry.

1506-300 Speech Composition [F, Odd]

3 hrs. cr.

The study and practice of organization, composition, delivery, and analysis of speeches for individual enrichment.

1506-302—Business and Professional Speech [F,S]

3 hrs. cr.

A practical course designed to meet the speaking needs of business and professional people.

1506-311—History and Criticism of

Modern Public Address [Demand]

3 hrs. cr.

A critical study of speakers and speeches selected to present the characteristic ideas of leading social and political developments in national and international affairs since 1918. A lecture, reading, and discussion course.

1506-498—Seminar—Studies in Discussion [S, Even]

3 hrs. cr.

Studies in group thinking and group reaction with a view to improving

COURSES OF INSTRUCTION

discussion and conference techniques in the classroom, business and professional situations.

1506-499—Independent Study in Speech [F,S]

1-3 hrs. cr.

An independent study course structured by the adviser with approval of the department head and division chairman. Prerequisite: Advanced standing in the major field with a grade point average of 3.0. Registration must be approved by adviser, department head and division chairman.

SPEECH CORRECTION

0815-131—Voice and Articulation [F, Even]

3 hrs. cr.

Techniques for improving the speaking voice. Attention to phonetics, articulation, pronunciation, and general expression.

0815-371—Introduction to Speech Science [Demand]

A study of the anatomy, psychology, and physics of speech including the examination of key research on the scientific bases of speech, and the theories and controversial concepts for personal identity, and for social control. Recommended for all students preparing to teach.

0815-492—Principles and Techniques of Speech Correction [S]

3 hrs. cr.

A study of the nature, causes, diagnosis and treatment of speech defects of children and adolescents, primarily for the classroom teachers. Recommended for all students preparing to teach in any field.



Combined/Affiliated Degree Programs

Missouri Southern State College has established several combined degree programs whereby the student completes a structured number of academic hours under the regulations established by the College and combines with this the satisfactory completion of the professional/occupational curriculum from a school with which the College has an agreement. Some of the combined programs lead to a Bachelor's (four-year) degree, while others lead to an Associate (two-year) degree. A description of these programs follows:

BACCALAUREATE DEGREE PROGRAMS

[Basic Requirements for All Programs]

1. Complete 94 semester hours at Missouri Southern State College. Transfer credit will be considered, but the last 30 of the 94 required semester hours must be earned at MSSC.
2. The 94 hours must include the completion of the general education requirement plus the specialized courses required by the program in which the student is enrolled.
3. Sixteen out of the 94 semester hours must be upper division (300 and 400 level courses).
4. All applicable "Requirements for Graduation" as stated in the Missouri Southern State College catalog must be met including the application for degree candidacy, the graduation fee, and the filing of credentials with the Placement Office.
5. A transcript from the institution with which a combined degree agreement is arranged must be provided in order to complete the requirements for a degree.

Engineering:

A combined degree may be arranged with approved and accredited colleges of engineering when the two institutions agree on a student applicant for the program. The student must complete three semesters at the school of engineering at "C" average or above and be certified eligible to continue in the engineering school. The Dean of the College negotiates the agreements with other institutions.

Medicine:

The Missouri Southern State College student applying for a combined degree with an approved and accredited school of medicine must normally have a "B" or better grade average to be considered. The Dean of the College will work out a combined degree with the school of medicine if the candidate is accepted for admission into the medical school. The student must complete three semesters in the medical school with a grade average of "C" or above and be certified eligible to continue in the school of medicine.

Law:

A combined degree may be arranged with approved and accredited colleges of law when the two institutions agree on a student applicant for the program. The Missouri Southern State College student applying for a

COURSES OF INSTRUCTION

combined degree with an approved and accredited school of law must normally have a "B" or better grade average to be considered. The Dean of the College will work out a combined degree with the school of law if the candidate is accepted for admission into the law school. The student must complete three semesters in the law school with a grade of "C" or above and be certified eligible to continue in the school of law.

Medical Technology:

The Bachelor of Science in Medical Technology, with emphasis in biology and chemistry is granted to students who complete this program of study satisfactorily. The college has agreements with St. John's School of Medical Technology, Joplin; Antaeus Lineal Associates, Fayetteville, Arkansas; Baptist Medical Center, Little Rock, Arkansas; Lester E. Cox Medical Center School of Medical Technology, Springfield, Missouri; Research Hospital, Kansas City, Missouri; Sparks Regional Medical Center, Fort Smith, Arkansas and Baylor University Medical Center, Dallas, Texas. If a student wishes to attend an accredited school of medical technology with which the College has no formal agreement, the Dean of the College can negotiate an agreement for the individual student.

The student makes separate application to the school of medical technology which bases its admission decision on its own academic and personal standards. A person is a member of only one student body at a time. He is eligible for the benefits of the student body of which he is a member, but he does not hold membership in both student bodies simultaneously.

Course requirements, in addition to the general education requirements for the Bachelor of Science degree, are Bio 121, 231, 306, 318 and 456, Chem 101, 102, 162, 201 and 301, and Phy 151 and 152.

Environmental Health Technology:

The Environmental Health Technology Curriculum for the Bachelor of Science degree is an affiliation program in which students complete the Missouri Southern State College requirements for the combined degree and take the applied course work and special laboratory training at the Water and Wastewater Technical School at Neosho, Missouri. The curriculum is designed so that the student may complete requirements at either school first. Some variation in course requirements at each institution are made in consideration of the background of the student and whether work is completed at the Water and Wastewater Technical School before entering Missouri Southern State College or vice versa. In either case, the student must satisfactorily complete 94 academic hours as indicated above and satisfactorily complete the prescribed 36 week curriculum at the Water and Wastewater Technical School in Neosho, Missouri.

Fees for these programs are the same as fees for any other students at the respective schools. These fees are stated in the current catalogs of each institution.

The student holds membership in only one student body at a time.

The Bachelor of Science degree course requirements, in addition to the general education requirements, are Bio 110, Bio 120, Bio 211, Bio 312, Bio 314, Bio 431, Bio 442, Chem 101, Chem 102, Chem 162, Chem 201, Chem 300, Acct 101, Econ 201, MM 350 and MM 352.

ASSOCIATE OF SCIENCE PROGRAMS

[Requirements Basic to All Associate of Science Combined Degrees]

1. The completion of 32 academic hours, the last 15 of which must be taken in residence at Missouri Southern State College.
2. The minimum cumulative and major field grade point average must be 2.0 or above.
3. The completion of the general education requirements as outlined in the catalog for the Associate of Science degree.
4. The student must satisfactorily complete the occupational/professional courses of the affiliated occupational or professional school as required in the agreement between the two institutions.
5. All applicable "Requirements for Graduation" as stated in the Missouri Southern State College catalog must be met including the application for degree candidacy, the graduation fee, and the filing of credentials with the Placement Office.
6. A transcript from the institution with which a combined degree agreement is arranged must be provided in order to complete the requirements for a degree.

COSMETOLOGY

Division of Technology

The Associate of Science in Cosmetology is a combined degree developed to meet current licensure requirements for Missouri and adjacent states, general education requirements of Missouri Southern State College, and provide a background in business management for individuals interested in establishing their own business or obtaining managerial positions.

The specialized cosmetology classes are conducted by an accredited off-campus school of cosmetology. The Cosmetology Accrediting Commission is the accrediting agency in Missouri. Credit for cosmetology courses do not apply to other curricula.

The Associate of Science in Cosmetology requires, in addition to general education courses (see page 54), all courses in cosmetology, GB101, GB110, Acct 101, GB 320, Econ 201, MM 350, Psy 221, HPER 160 and Art 132.

In addition to established fees for all college students, special fees of \$120 for the first term and \$70 for each succeeding term, including summer, are required for enrollment in cosmetology courses.

COURSE DESCRIPTIONS

The following courses are offered in Judy's College of Beauty, Joplin, Missouri and with which school Missouri Southern State College has a combined degree agreement.

5013-100—Introduction to Cosmetology

5 hrs. cr.

A beginning cosmetology course including orientation, sanitation, sterilization, and an introduction to anatomy and physiology as applied to cosmetology. Laboratory work includes demonstrations and practice in shampooing, fingerwaving and shaping, curl construction, cold waving, manicuring, color rinses and vegetable tints, facials, scalp treatments and basic hair cutting. Five hours lecture and 15 hours laboratory per week.

COURSES OF INSTRUCTION

5013-110—Theory and Practice of Cosmetology 5 hrs. cr.

Ethics of cosmetology, salesmanship, and salon management plus applications of trichology, dermatology, onychology, bacteriology, electricity, physiology and anatomy. Laboratory work includes demonstrations and practice in hairstyling, make-up, permanent waving, scalp treatments, hair cutting, tinting and bleaching. Five hours lecture and 15 hours laboratory per week.

5013-120—Cosmetology Practice and Procedures 5 hrs. cr.

Clinical practice in all phases of cosmetology in a salon setting. Special emphasis is given to dispensary work and reception. Students work on patrons. Five hours lecture and 35 hours laboratory per week. Summer course only.

5013-200—Advanced Theory and Practice of Cosmetology 5 hrs. cr.

Study of the chemical and physical changes of the hair, the chemistry of permanent wave lotions and hair straighteners. Clinical practice (salon work) emphasizes permanent hair coloring, electrical scalp treatments and facials, hair shaping and electrical manicuring and pedicuring. Techniques of contest work are introduced. Five hours of lecture and 15 hours of lab per week.

5013-210—Wig Training and Cosmetic Application 5 hrs. cr.

Emphasizes tints, bleaches and dye removers, the reconditioning of damaged hair and care and styling of both synthetic and human hair wigs. Advanced instruction in hair shaping, curl structure, combouts and setting patterns. Continuation of instruction in contest work, high-fashion styling and facial types. Five hours lecture, 15 hours salon work per week.

ENVIRONMENTAL HEALTH TECHNOLOGY

Division of Technology

The Associate of Science degree in Environmental Health Technology is in affiliation with the Water and Wastewater Technical School at Neosho, Missouri. The combination of Missouri Southern requirements that are basic to all combined associate degrees, the specific courses required for the associate degree in Environmental Health Technology, plus the completion of a minimum of 30 weeks of approved study at the Water and Wastewater Technical School will qualify the student for the Associate of Science degree.

The specific courses required at Missouri Southern, in addition to the general education requirements, are Chem 101, Chem 102, Bio 120 and 211 (or Bio 312 and Bio 314 for students completing courses at the Water and Wastewater Technical School prior to attending Missouri Southern State College).

Note that the student may complete the requirements at either school first. He is, however, a member of only one student body at a time.

RADIOLOGIC TECHNOLOGY

Division of Technology

The Associate of Science degree in Radiologic Technology is in affiliation with St. John's School of Radiologic Technology. It combines successfully

RADIOLOGIC TECHNOLOGY

completed studies at St. John's School, or at other accredited schools of Radiologic Technology with which an agreement is made, and the prescribed academic curriculum at Missouri Southern State College. Upon successful completion of the curriculum, including the three months advanced practicum, the individual is eligible to take the National Registry examinations to become a registered Radiologic Technologist.

The Associate of Science in Radiologic Technology requires, in addition to the general education courses (see page 54), all Radiology courses, Bio 221, Psy 221, and Chem 100. Applicants who have not met the prerequisites for Bio 221 must complete them before being admitted to the program.

In addition to established fees for all college students, special fees of \$100 for the first semester and \$40 for each succeeding term, including summers, are required for enrollment in Radiology courses.

Students who are already registered radiologic technologists may also enter this program.

Credit equal to the credit given at the time radiologic technologists enter Missouri Southern for Radiological courses is granted the individual. A minimum of 30 additional academic semester hours is required. This credit would include the general education requirements for the Associate of Science degree plus a concentration of courses in one of the subject-matter areas of business (Accounting and Secretarial Procedures or Business Management), behavioral sciences, or natural science (concentration in either Biology, Chemistry, or Physics).

Below are the courses taught at St. John's School of Radiologic Technology and which become a part of Missouri Southern State College's Associate of Science degree in Radiologic Technology.

COURSE DESCRIPTIONS

5207-101—Introduction to Radiology **3 hrs. cr.**

An overview of the organization, function, supervision, and financing of a radiology department including the relationship with other hospital departments. The course includes a history of x-ray, ethical principles, and legal aspects of technology and elementary radiation protection. Five hours of lecture and five hours of lab per week.

5207-111—Medical Terminology **5 hrs. cr.**

Provides a background in the language of medicine, especially as related to radiology, through a comprehensive study of the more common medical roots, prefixes and suffixes. Every attempt is made to relate medical roots to everyday English words. A survey of medical and surgical diseases is included. Five hours of lecture per week.

5207-121—Patient Care and Special Procedures in Radiologic Technology **3 hrs. cr.**

Routine and special care of the patient. The medical team concept of patient care is stressed. Includes sterile techniques, preparation and use of contrast materials. Five hours of lectures and demonstrations per week.

5207-132—Principles of Radiographic Exposure **3 hrs. cr.**

The fundamental principles of technique and technique conversion with particular emphasis on the factors that directly and indirectly affect

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radiographic exposure. Emphasis on dark room chemistry and technique are also included in this course. Five hours of lecture and demonstrations per week.

5207-142—Radiographic Positioning I 3 hrs. cr.

Basic radiographic positioning including both standard and specialized positions of the extremities and the spine. Film critique is included. Five hours of lecture and demonstrations and five hours of clinical lab per week.

5207-152—Osteology 3 hrs. cr.

The structure and function of the human body with emphasis on organs, osteology, and topographic anatomy. Five hours of lecture and demonstrations per week.

5207-160—Film Critique 2 hrs. cr.

Develops a student's ability to evaluate x-ray films as to technical quality and diagnostic interpretation. Five hours of lecture and demonstrations per week. Course meets for 14-week session.

5207-170—Radiologic Physics I 3 hrs. cr.

The physics of radiology. The physical principles of x-ray production, radiographic exposure, film density and construction, fluorescent screens, etc. Basic equipment maintenance is included. Course meets for 14-week session. Five hours of lecture and demonstration and five hours of lab per week.

5207-180—Practicum in Radiology I 5 hrs. cr.

Designed to develop the knowledge and skills necessary to produce x-ray films with speed and accuracy. Course meets for 14-week session. Twenty-five hours of lab per week.

5207-241—Radiographic Positioning II 3 hrs. cr.

An in-depth study of routine and special views of the skull and facial bones. Film critique is included. Five hours of lecture and demonstrations and five hours of lab per week.

5207-271—Radiologic Physics II 3 hrs. cr.

Physical principles of radiation therapy and isotopes. Includes theory, application and basic equipment maintenance. Five hours of lecture and five hours of lab per week.

5207-252—Radiographic Positioning III 3 hrs. cr.

Procedures and techniques for examination of various organs, including vascular studies and all special procedures. Includes film critique. Five hours of lecture and demonstrations and five hours of lab per week.

5207-282—Practicum in Radiology II 3 hrs. cr.

A continuation of Rad 180. Ten hours of lab per week.

5207-290—Practicum in Radiology II 5 hrs. cr.

Intensive clinical experience in regular working conditions under the close supervision of a Radiologist and an experienced radiation therapy

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technologist. Course meets for a minimum of 14 weeks. Thirty-five hours of lab work.

5207-299—Advanced Radiology

3 hrs. cr.

A comprehensive review of the field of Radiologic Technology including innovations, trends and anticipated advancements in the field. Course meets for a minimum of 14 weeks. Five hours of lecture per week.

A Combined One-Course Program

AVIATION

Division of Technology

This course is offered in affiliation with the Aero Southwest Company of Carthage, Missouri and the Mizzou Aviation Company of Joplin, Missouri.

COURSE DESCRIPTION

5302-200—Basic Pilot Training

5 hrs. cr.

An integrated course designed to meet ground school and flight training requirements for eligibility to take Federal Aviation Administration examination for a Private Pilot Certificate. In addition to scheduled ground school classes, course requires approximately 40 hours of dual and solo flight and check flight. Credit awarded when FAA certificate is obtained. Special fees and third class medical certificate required. Special fees for this course include plane rental and examiner's test fee. Course grade is recorded as Pass or Fail.

PRE-PROFESSIONAL AND TECHNOLOGY CURRICULA

Pre-Professional

[Associate of Arts Degree]

The Junior College transfer curricula are designed for students who desire later to work for a baccalaureate degree at Missouri Southern State College, or to transfer to other baccalaureate degree granting institutions. It should be clearly understood by the student that all such institutions have their own entrance requirements, and any student interested in such prospective transfer should consult the latest catalogues of those colleges. The curricula set forth in this section under various headings are ordinarily sufficient to satisfy requirements of other colleges and universities.

Students beginning their education at Missouri Southern State College with the intention of earning a baccalaureate degree should study the general education and major requirements for that degree.

COURSES OF INSTRUCTION

The following programs for students planning to enter the fields of Agriculture, Dentistry, Engineering, Journalism, Medicine, Optometry, and Pharmacy lead to the Associate of Arts degree and are normally transferable to other institutions. Each takes two years and 62 or more semester hours to complete. Programs applicable to other fields may be planned in accord with the criteria stated on page 54. The curricula requirements are:

1. Agriculture.
 - a. General Education (see page 51).
 - b. Five semester hours each in chemistry, botany or zoology, and economics.
 - c. Three semester hours each in algebra, accounting, psychology (general), and sociology.
 - d. Ten hours of electives, selected according to transfer needs.
 - e. All courses must be approved by the adviser.

2. Dentistry.
 - a. General Education (See page 54).
 - b. Eight hours of chemistry, five of zoology, five of microbiology, and eight of physics.
 - c. Six hours of electives, selected according to transfer needs, check with the Biology Dept. concerning specific transfer needs.

3. Engineering.

The student entering pre-engineering must present four high school units in mathematics and one unit in a laboratory science.

- a. General Education (See page 51).
- b. Mathematics 150, 250, and 260. (15 hrs.)
- c. Chemistry 101 and 102 (8 hrs.)
- d. Drafting 110 and 120* (6 hrs.)
- e. Physics 250 and 260 (10 hrs.)
- f. Electives (4 hrs.)

*Drafting 120, Descriptive Geometry, is not required for chemical or electrical engineers.

4. Journalism.

The student planning to enter a journalism school must complete 60 credit hours in Arts and Science, including the following specific requirements:

- a. General Education (see page 51).
- b. One foreign language (13 hrs.)
- c. Economics (3 hrs.)
- d. U. S. Government (3 hrs.)
- e. English Literature (6 hrs.)
- f. Electives should be chosen from sociology, psychology, philosophy, mathematics, accounting, English and journalism. (8 hrs.)

5. Medicine.

- a. General Education (see page 51).
- b. One foreign language (15 hrs.)
- c. Chemistry, qualitative analysis (15 hrs.)
- d. Physics (8 hrs.)
- e. Check with the Biology Dept. concerning specific transfer needs.

TECHNOLOGY

6. Optometry.
 - a. General Education (see page 51).
 - b. English literature (3 hrs.)
 - c. Calculus (5 hrs.)
 - d. Zoology (5 hrs.)
 - e. Chemistry (8 hrs.)
 - f. Physics (8 hrs.)
 - g. General psychology (3 hrs.)
 - h. Electives, according to transfer needs (5 hrs.)
 - i. Electives to fulfill transfer needs, check with the Biology Dept. concerning 3 hrs. specific transfer needs.
7. Pharmacy.
 - a. General Education (see page 51).
 - b. Algebra and trigonometry (5 hrs.)
 - c. Zoology and botany (10 hrs.)
 - d. General chemistry (8 hrs.)
 - e. Physics (8 hrs.)
 - f. Accounting (3 hrs.)
 - g. Qualitative and quantitative analysis (8 hrs.)

TECHNOLOGY

[Associate of Science Degree]

The courses of study leading to the Associate of Science degree in Automotive Technology, Computer Science, Cosmetology, Drafting and Design, Law Enforcement, Machine Technology, Nursing and Radiologic Technology are described in the "Curriculum" section of this catalog under their respective headings (see pages 71, 83, 154, 88, 115, 117, 127, 155).

The suggested Orders of Study for these programs are found on pages 164-199 immediately following this section.

Additional two-year programs leading to the Associate of Science degree are available in Accounting, General Business, and Secretarial Science.

1. Accounting.

The curriculum prepares students to enter public accounting firms, industry, banking and government service as accounting assistants or accounting clerks. The degree requires completion of:

- a. General education (see page 54).
- b. Acct 101, 102, Acct 211, Acct 310, Acct 401, Econ 201, 202, GB101, GB 121, GB 301, MM 350, and OA 102 or OA 200.
- c. Five hours of electives which should be selected from business law, auditing, statistics, or mathematics.

2. General Business.

In this program the student prepares for supervisory and managerial positions, or for operating a private business. It provides the fundamental knowledge of marketing and management required for effective business operations. Practical techniques, skills of communication, and good human relations are developed. The degree requires completion of:

- a. General education (see page 54).

COURSES OF INSTRUCTION

- b. Acct 101, 102, Econ 201, 202, GB 101, GB 301, 302, MM 300, MM 350.
- c. Fourteen credit hours of electives selected from the business areas of personnel management, advertising, retailing, salesmanship, and business communications. Selections from psychology are also valid.

3. Secretarial Science.

The secretarial science program helps prepare the student for the professional secretary position. The degree requires completion of:

- a. General education (see page 54).
- b. Acct 101, GB 101, GB 301, OA 200, OA 220, and OA 230.
- c. Electives may include prerequisite courses to OA 200 and OA 220 if needed. Others should be selected from business organization and management, accounting, economics, geography, business communications, general psychology, and office machines.

Certificate of Achievement:

Secretarial-Typist.

A one-year secretarial certificate program that provides students with training essential to obtaining employment as a secretarial-typist. Successful completion of the required curriculum qualifies the student to a Certificate of Achievement.

The certificate requires the completion of: Acct 101, Eng 101, GB 101, GB 110, GB 121, GB 320, OA 200, OA210, OA 220, and Speech 100.



THE DIVISION OF CONTINUING EDUCATION

The Division of Continuing Education is administered by the Office of the Dean of the College. It is designed to offer credit and non-credit courses that are not in the regular curriculum, but which will meet community and societal needs. The courses to be offered will be determined by the Dean of the College after consulting with community leaders and college personnel. Business, industry, and civic leaders are requested to make known the educational needs of their areas. The college will do its best to help meet those needs.

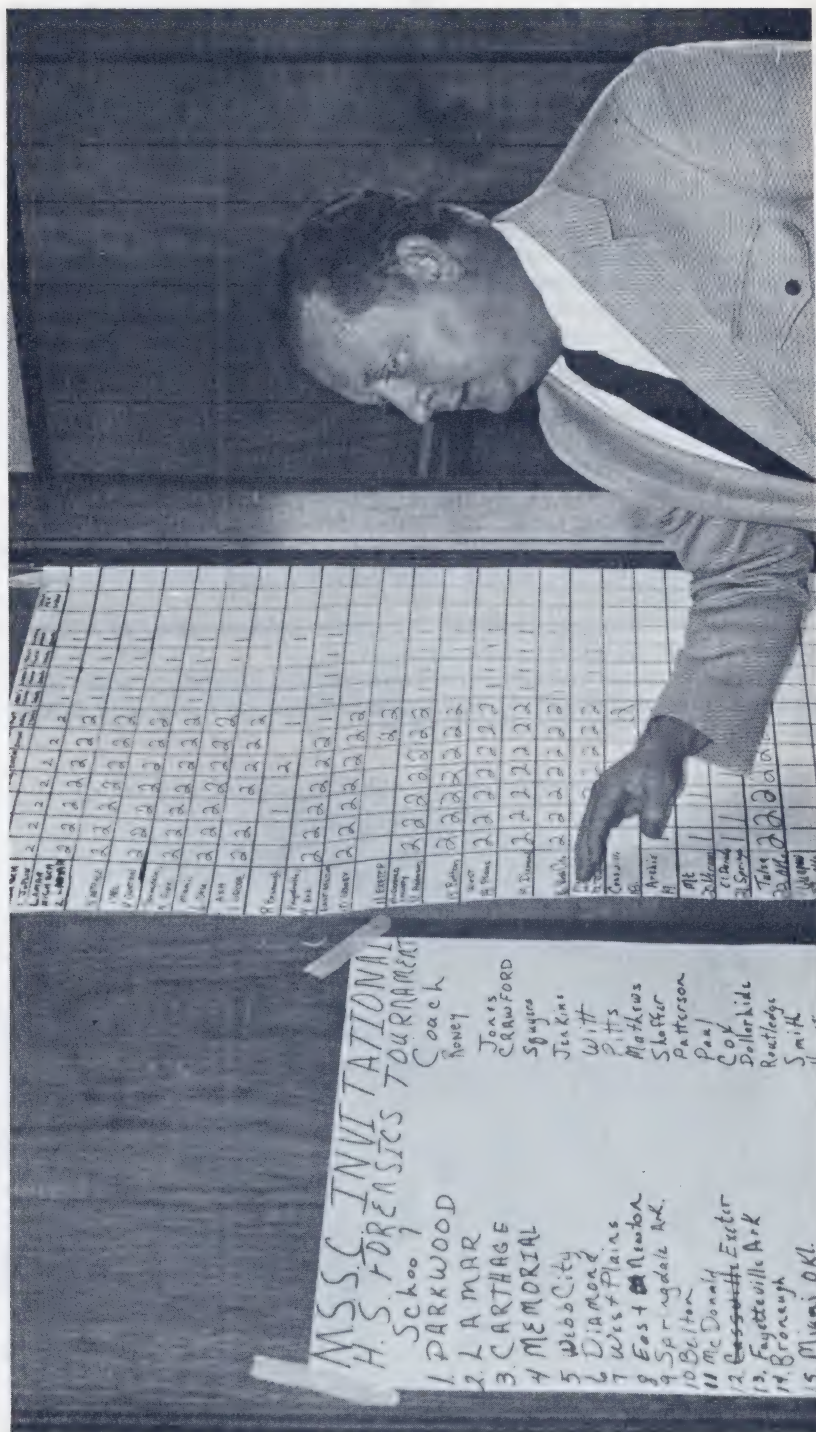
The Division of Continuing Education must be self-supporting in terms of instructional costs. A fee will be charged for each credit hour. A minimum of 20 students will be required for a class to be organized and taught.

Non-credit courses will also be offered upon demand. The charges for these courses will be appropriate to the length of time they run and to the cost of instruction. The details for each course will be made public in order that persons wanting to take it will know exactly what the cost and the time-demand will be.

Courses offered in the Continuing Education Division normally will not count toward an associate or baccalaureate degree.

Registration for each course will be required and a permanent record of all work attempted and completed will be kept. Students will be able to ask for and receive transcripts of their records.





SUGGESTED ORDER OF STUDY

Suggested Order of Study ASSOCIATE OF SCIENCE ACCOUNTING MAJOR

1st Semester		2nd Semester	
FIRST YEAR			
Course	Hours	Course	Hours
Eng 101 Composition	3	Psy 100 General Psychology	3
Acct 101 Elementary Accounting		Acct 102 Elementary	
Accounting I	3	Accounting II	3
GB 101 Introduction to Business	3	Spch 100 Speech Techniques	3
GB 121 Office Machines	3	OA 102 Intermediate Typewriting	3
Math 20-30 Beg. and Inter.		PSc 120 Government: National,	
Algebra (or Math 110)	3	State, Local	3
Psy 120 Freshman Orientation	1	HPER 101 Intro to Physical	
	<u>16</u>	Activities	<u>2</u>
			17
SECOND YEAR			
Natural Science	5	Econ 202 Principles of Economics	3
Econ 201 Principles of Economics	3	MM 350 Business Org. &	
Acct 212 Intermediate Accounting	3	Management	3
Acct 310 Cost Accounting	3	Acct 401 Tax Accounting	3
GB 301 Business Law I	3	Humanities or Fine Arts	3
	<u>17</u>	Elective in Business	<u>3</u>
			15

Suggested Order of Study BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION Accounting Major

1st Semester		2nd Semester	
FRESHMAN			
Course	Hours	Course	Hours
Eng 101 Composition	3	Eng 102 Composition	3
Psy 100 General Psychology	3	Hist 110 U. S. History 1492-1877	3
HPER 101 Introduction to Physical Activities I	2	Math 130 College Algebra	3
GB 101 Introduction to Business	3	Acct 102 Elem. Accounting II	3
Acct 101 Elem. Accounting I	3	Electives	3
Psy 120 Freshman Orientation	1		15
Electives	2		
	17		
SOPHOMORE			
Acct 212 Intermed. Accounting I	3	Acct 301 Intermed. Accounting II	3
Econ 201 Principles of Economics	3	Econ 202 Principles of Economics	3
Bio 101 General Biology	4	Phys 100 Fundamentals of Physical Science	5
Speech 100 Speech Techniques	3	HPER 160 Personal Health	2
PSc 120 Government: National, State, Local	3	GB 320 Business Communications	3
	16		16

SUGGESTED ORDER OF STUDY

JUNIOR

Course	Hours	Course	hours
Acct 310 Cost Accounting	3	Acct 302 Advanced Accounting	3
GB 301 Business Law	3	GB 302 Business Law II	3
MM300 Principles of Marketing	3	GB 321 Business Statistics	3
Econ 300 Money and Banking	3	Econ 350 Corporate Finance	3
Fine Arts	3	Humanities	3
	<u>16</u>		<u>15</u>

SENIOR

Acct 411 Auditing	3	Elective in Accounting	3
Acct 401 Tax Accounting	3	MM 352 Personnel Management	3
MM 350 Business Organization and Management	3	Electives	9
Humanities	3		<u>15</u>
Electives	3		
	<u>15</u>		

Suggested Order of Study ASSOCIATE OF SCIENCE AUTOMOTIVE TECHNOLOGY MAJOR

1st Semester

FIRST YEAR

2nd Semester

Course	Hours	Course	Hours
Auto 100 Automotive Engines	7	Auto 120 Automotive Electrical and Emission Control	7
Math 30 Beginning and Intermediate Algebra	3	Auto 110 Technical Mathematics	3
Eng 101 Composition	3	Draf 110 Introductory Drafting	3
Phys 100 Physical Science	5	Psy 100 General Psychology	3
Psy 120 Freshman Orientation	1	Spch 100 Speech Techniques	3
	<u>19</u>		<u>19</u>

SECOND YEAR

Auto 200 Automotive Chassis, Brakes and Transmissions	7	Auto 250 Automotive Body and Paint	7
Auto 220 Automotive Air Condi- tioning and Power Accessories	4	Auto 260 Automotive Service Mgt.	7
Auto 190 Technical Science	4	Hist 110 U. S. History 1492-1877	3
Auto 130 Automotive Business Management	3	Fine Arts Elective	3
HPER 160 Personal Health	2		<u>20</u>
	<u>20</u>		

SUGGESTED ORDER OF STUDY

BACHELOR OF SCIENCE BIOLOGY MAJOR

1st Semester		2nd Semester	
FRESHMAN			
Course	Hours	Course	Hours
Eng 101 Composition	3	Eng 102 Composition	3
Bio 101 Gen. Biology	4	Bio 122 Zoological Survey	3
Psy 120 Freshman Orientation	1	Math 140 College Algebra and Trigonometry	5
General Education	7	General Education	5
	<u>15</u>		<u>16</u>
SOPHOMORE			
Chem 101 General Chemistry I	5	Chem 102 General Chemistry II	3
112 Botanical Survey	3	Bio 211 Microbiology	5
Bio 305 Genetics	4	Bio Group A or B electives	4-5
General Education	3	General Education	3
	<u>15</u>		<u>16</u>
JUNIOR			
Chem 301 Organic Chemistry I	5	Bio Group C or D elective	5
Bio Group A or B elective	4-5	Bio 480 Seminar	1
Bio 480 Seminar	1	General Education	3
Phys 151 Elementary Physics	5	Senior Hour Electives, Preferably in Biology or Chemistry	7
	<u>16</u>		<u>15</u>
SENIOR			
Bio Group C or D elective	5	Bio Senior Hour Elective	6
Bio Senior Hour Elective	5	Bio Elective	2
General Education, Preferably including Geology 110	6	General Education	7
	<u>16</u>		<u>15</u>

Note: Some fields of Environmental and Health Sciences have specific requirements. Students in Pre-medicine, Pre-dental, Pre-veterinarian, Conservation, etc. should consult Bio Dept. concerning these requirements.

ASSOCIATE OF SCIENCE GENERAL BUSINESS MAJOR

1st Semester		2nd Semester	
FIRST YEAR			
Course	Hours	Course	Hours
Eng 101 Composition	3	Hist 110 U. S. History 1492-1877	3
Acct 101 Elem. Accounting I	3	Acct 102 Elem. Accounting II	3
GB 101 Introduction to Business	3	OA 102 Intermediate Typewriting	3
Math 20-30 Beginning & Intermed-		Spch 100 Speech Techniques	3
iate Algebra (or Math 110)	3	Eng 120 Masterpieces of World	
GB 121 Business Machines	3	Literature	3
Psy 120 Freshman Orientation	1	HPER 101 Intro to	
	<u>16</u>	Physical Activities	<u>2</u>
			<u>17</u>

SUGGESTED ORDER OF STUDY

SECOND YEAR

Course	Hours	Course	hours
Econ 201 Principles of Econ.	3	Natural Science	5
GB 220 Business Communications	3	Econ 202 Principles of Economics	3
MM300 Principles of Marketing	3	GB 302 Business Law	3
GB 301 Business Law	3	MM 350 Business Organization	
Psy 100 General Psychology	3	and Management	3
	<u>15</u>	Electives	<u>3</u>
			17

Suggested Order of Study BACHELOR OF SCIENCE IN BUSINESS General Business Major

1st Semester

FRESHMAN

2nd Semester

Course	Hours	Course	Hours
Eng 101 Composition	3	Eng 102 Composition	3
Comp 100 Intro to Data Processing	3	Hist 110 U. S. History 1492-1877	3
HPER 101 Intro to Physical Activities	2	Math 130 College Algebra	3
*GB 101 Introduction to Business	3	Spch 100 Speech Techniques	3
PSc 120 Government: National, State, Local	3	Humanities	<u>3</u>
Psy 120 Freshman Orientation	1		15
	<u>15</u>		

SOPHOMORE

Bio 101 General Biology	4	Phys 100 Fundamentals of Physical Science	5
Humanities	3	* Acct 102 Elem. Accounting II	3
*Acct 101 Elem. Accounting I	3	*Econ 202 Principles of Economics	3
Econ 201 Principles of Economics	3	*GB 320 Bus. Communications	3
HPER 160 Personal Health	2	Electives	<u>3</u>
	<u>15</u>		17

JUNIOR

*GB 301 Business Law I	3	*GB 302 Business Law II	3
*GB 321 Statistics	3	*Econ 350 Corporate Finance	3
*MM 300 Principles of Marketing	3	*MM 352 Personnel Management	3
*Econ 300 Money and Banking	3	Humanities	3
*MM 350 Business Organization and management	3	Electives	3
	<u>15</u>		<u>15</u>

SENIOR

**Elective in Economics (No. 300 or above)	3	**Elective in Marketing and Mgt. (No. 300 or above)	3
**Elective in Business (No. 300 or above)	3	**Elective in Gen. Business (No. 300 or above)	3
Electives (No. 300 or above)	9	Electives	<u>9</u>
	<u>15</u>		15

*General Requirements in Business

**Specific Program Requirements in Business

SUGGESTED ORDER OF STUDY

Suggested Order of Study BACHELOR OF SCIENCE IN EDUCATION BUSINESS MAJOR

Option B—Single Teaching Field

1st Semester

2nd Semester

FRESHMAN

Course	Hours	Course	Hours
Eng 101 Composition	3	Eng 102 Composition	3
Hist 110 U. S. History 1492-1877	3	PSc 120 Government: National, State, Local	3
Humanities	3	Speech 100 Speech Techniques	3
Psy 110 Psy of Human Development	5	Humanities	3
HPER 101 Introduction to Physical Activities I	2	Math 110 Intro. to College Math- ematics or Math 130 College	
Psy 120 Freshman Orientation	1	Algebra	3
	<u>17</u>		<u>15</u>

SOPHOMORE

Phys 100 Fundamentals of Physical Science	5	Bio 101 General Biology	4
Humanities	3	Econ 202 Principles of Economics	3
HPER 160 Personal Health	2	GB 121 Office Machines	3
Econ 201 Principles of Economics	3	Acct 102 Elem. Accounting II	3
Acct 101 Elem. Accounting I	3	Comp 100 Basic Computing Machines	3
Educ 200 Expl. Field Exp.	1		<u>17</u>
	<u>17</u>		

JUNIOR

Acct 212 Intermediate Accounting or Acct 211 Cost Accounting, or Acct 401 Tax Accounting	3	GB 302 Business Law	3
GB 301 Business Law	3	GB 320 Business Communications	3
OA Shorthand or a a business elective	3	Psy 310 Educational Psychology	3
MM 350 Business Organization and Management	3	OA Typewriting	3
OA Typewriting	3	OA Shorthand or a business elective	3
	<u>15</u>		<u>15</u>

SENIOR

Educ 330 Structure of Teaching— Secondary	2	Professional semester	16
Business electives (No. 300 or above)	12		
Educ 331 Video Teach Lab	1		
	<u>15</u>		

SUGGESTED ORDER OF STUDY

Suggested Order of Study BACHELOR OF SCIENCE CHEMISTRY MAJOR

1st Semester

2nd Semester

FRESHMAN

Course	Hours	Course	Hours
Chem 101 Gen Chemistry I	5	Chem 102 Gen. Chemistry II	3
Math 150 Calculus I	5	Chem 162 Qualitative Analysis	3
Eng 101 Composition	3	Math 250 Calculus II	5
Hist 110 or 120 U. S. History	3	Eng 102 Composition	3
Psy 120 Freshman Orientation	1	HPER 101 Phys. Activities	2
	<u>17</u>		<u>16</u>

SOPHOMORE

Chem 301 Organic Chemistry I	5	Chem 302 Organic Chemistry II	5
Phys 250 Gen Physics I	5	Phys 260 gen. Physics II	5
**Math 260 Calculus III	5	**Math 322 Differential equations	3
HPER 160 Personal Health	2	PSc 120 Government: National,	
	<u>17</u>	Local, State	3
			<u>16</u>

JUNIOR

Chem 401 Physical Chem. I or		**Chem 402 Physical Chem. or	
**Chem 422 Advanced Inorganic		**Chem 472 Organic Qualitative	
Chemistry	4	Analysis	4
Chem 201 Quantative Analysis	5	**Chem 421 Instrumental	
Speech Gen Ed Requirement	3	Analysis	5
Behav. & Soc. Science General		Humanities & Fine Arts Gen	
Education Requirement	3	Education Requirements	3
Literature Gen. Education		*Biology 101 Gen. Biology	4
Requirement	3		<u>16</u>
	<u>18</u>		

SENIOR

Chem 401 Physical Chemistry I or		**Chem 402 Physical Chem II or	
**Chem 422 Advanced Inorganic		**Chem 472 Organic Qualitative	
Chemistry	4	Analysis	4
**Phys 301 Modern Physics	4	**Chem 490 Independent Study	2
**Chem 490 Independent Study	1	**Phys 372 Electronic Circuits	4
Humanities & Fine Arts Gen.		Electives (upper division)	4
Education Requirement	3		<u>14</u>
General Education Elective	3		
	<u>15</u>		

*Alternate Course will satisfy this requirement

**Suggested elective (not strict requirements)

SUGGESTED ORDER OF STUDY

Suggested Order of Study ASSOCIATE OF SCIENCE COMPUTING ANALYSIS MAJOR

1st Semester		2nd Semester	
FIRST YEAR			
Course	hours	Course	Hours
Eng 101 Composition	3	Comp 230 Advanced Programming	3
Math 150 Calculus & Analytical Geometry I	5	Math 250 Calculus & Analytical Geometry II	5
Comp 120 Intro. to Programming	3	Phys 250 General Physics I	5
Psy 100 General Psychology	3	Comp 240 Computer Applications	3
PSc 120 Government: National, State, Local	3	HPER 101 Physical Activity	2
Psy 120 Freshman Orientation	1		
	<u>18</u>		<u>18</u>

SECOND YEAR

Math 260 Calculus 9 Analytical Geometry III	5	Math 322 Differential Equations	3
Phys 260 General Physics II	5	Math 431 Numerical Analysis	3
Comp 250 Principles of Dig Comp	3	Comp 220 Meth & Sim Tech	3
Phys 312 Statics	3	Spch 100 Speech Techniques	3
	<u>16</u>	Math 361 Problems and Statistics	3
		Eng 180 World Masterpieces	3
			<u>18</u>

Suggested Order of Study ASSOCIATE OF SCIENCE COMPUTER PROGRAMMING MAJOR

1st Semester		2nd Semester	
FIRST YEAR			
Course	Hours	Course	Hours
Eng 101 Composition	3	PSc 120 Government: National, State, Local	3
Math 140 Algebra and Trig.	5	GB 320 Business Communications	3
Acct 101 Elem. Accounting I	3	Acct 102 Elem. Accounting II	3
Comp 100 Intro to Data Processing	3	Comp 120 Intro. to Programming	3
Comp 110 Key-Punch Operation	3	Spch 100 Speech Techniques	3
Psy 120 Freshman Orientation	1	HPER 101 Intro to Physical Activities I	2
	<u>18</u>		<u>17</u>

SECOND YEAR

Phys 100 Fundamentals of Physical Science	5	Comp 250 Princ. of Dig. Mach.	3
Acct 211 Cost Accounting (or Acct 212)	3	Comp 300 Systems Analysis and Design	3
Econ 201 Principles of Economics	3	Econ 202 Principles of Economics	3
Comp 230 Advanced Programming	3	GB 321 Statistics	3
Comp 240 Computer Applications	3	Psy 100 General Psychology	3
		Eng 180 World Masterpieces	3
	<u>17</u>		<u>18</u>

SUGGESTED ORDER OF STUDY

ASSOCIATE OF SCIENCE COSMETOLOGY

1st Semester		2nd Semester	
FIRST YEAR			
Course	Hours	Course	Hours
Eng 101 Composition	3	GB 101 Introduction to Business	3
Psy 100 General Psychology	3	Math 130 College Algebra	3
GB 110 Business Mathematics	3	Bio 101 General Biology	4
HPER 160 Personal Health	2	Cos 110 Theory and Practics of	
Psy 120 Freshman Orientation	1	Cosmetology	5
Cos 100 Intro. to Cosmetology	5		15
	17		

SUMMER

Cos 120 Cosmetology Practice & Procedures 5

SECOND YEAR

Acct 101 Elem. Accounting	3	Art 132 Introduction to Design	3
Spch 100 Speech Techniques	3	GB 320 Business Communication	3
Hist 110 U. S. History	3	Psy 221 Psychology of Personal Adjustment	3
Econ 202 Principles of Economics	3	MM 350 Business Organization and Management	3
Cos 200 Advanced Theory and Practice of Cosmetology	5	Cos 210 Wig Training and Cosmetic Applications	5
	17		17

Suggested Order of Study

ASSOCIATE OF SCIENCE

ELECTRONIC DATA PROCESSING COORDINATION

1st Semester		2nd Semester	
FIRST YEAR			
Course	Hours	Course	Hours
Eng 101 Composition	3	PSc 120 Government: National, State, Local	3
Math 130 College Algebra	3	Acct 102 Elem. Accounting II	3
Acct 101 Elem. Accounting I	3	Comp 110 Key-Punch & Eam Operation	3
Comp 100 Intro. to Data Processing	3	OA 102 Intermediate Typewriting	3
GB 101 Introduction to Business	3	OA 120 Intermediate Shorthand	3
Psy 120 Freshman Orientation	1	HPER 101 Intro to Physical Activities	2
	16		17
SECOND			
Psy 100 General Psychology	3	Bio 101 General Biology	4
Comp 120 Intro to Programming	3	Spch 100 Speech Techniques	3
GB 321 Statistics	3	Comp 230 Advanced Programming	3
OA 200 Advanced Typewriting	3	GB 320 Business Communications	3
Econ 201 Principles of Economics	3	GB 121 Office Machines	3
Eng 180 World Masterpieces	3		16
	18		

SUGGESTED ORDER OF STUDY

Required Order of Study DENTAL ASSISTING CERTIFICATE One-Year Schedule

FIRST SEMESTER		SECOND SEMESTER	
Course	Hours	Course	Hours
Eng 101 Composition	3	DA 150 Advanced Dental Assiting	3
DA 100 Intro. to Dental Assisting	3	DA 160 Dental Lab. Procedures II	3
DA 120 Dental Lab. Procedures I	3	DA 170 Dental Office Procedures	3
DA 130 Intro. to Dental Clinical Practice	4	DA 180 Dental Operative Procedures II	3
DA 140 Dental Operative Procedures I	3	DA 190 Practicum in Dental Clinical Practice	4
DA 160 Dental Radiology	3		16
	<u>19</u>		
		Total Accumulated Hours	<u>35</u>

Suggested Order of Study ASSOCIATE OF SCIENCE DENTAL HYGIENE

SUMMER	
Course	Hours
Bio 121 General Zoology	4
Math 30 Algebra (Or 130)	3
Psy 120 Freshman Orientation	1
	<u>8</u>

1st Semester	2nd Semester		
FIRST YEAR			
Eng 101 Composition	3	Psy 110 Psychology of Human Development	5
Chem 100 Introductory Chemistry	5	Soc 110 Introduction to Sociology	3
Bio 221 Human Anatomy and Physiology	5	DH 150 Embryology, Histology and Dental Anatomy	3
DH 100 Fundamentals of Dental Hygiene	4	Hist 110 or 120 History of U. S. or Government: National, State, Local	3
HPER 101 Intro. to Physical Activities	2	DH 160 Dental Radiology	3
	19		17

SUMMER	
DH 190 Clinical Dental Hygiene I	3
Speech	3
Art 110 Introductin to Art	3
	<u>9</u>

SUGGESTED ORDER OF STUDY

SECOND YEAR

Bio 231 Fundamentals of Medical Microbiology	5	DH310 Nutrition	3
DH 200 Funda. of Dentistry	3	DH 320 Pharmacology	3
DH 220 Dental Materials and Assisting	3	DH 330 Community Dentistry and Public Health	3
DH 210 Periopathology	3	DH 350 Dental Ethics and Jurisprudence	3
DH 290 Clinical Dental Hygiene II	5	DH 390 Clinical Dental Hygiene III	5
	<u>19</u>		<u>17</u>

Total Accumulated Hours 89

Suggested Order of Study ASSOCIATE OF SCIENCE DRAFTING AND DESIGN MAJOR

1st Semester

2nd Semester

FIRST YEAR

Course	Hours	Course	Hours
Draf 110 Introductory Drafting	3	Draf 120 Descriptive Geometry	3
Eng 101 Composition	3	Draf 130 Machine Drafting	3
Art 110 Introduction to Art	3	Spch 100 Speech Techniques	3
Psy 100 General Psychology	3	HPER 101 Intro to Physical Activity	2
Math 30 Intermediate Algebra or Math 130 College Algebra	3	Mach 100 Intro. to Machine Tool Processes	5
Psy 120 Freshman Orientation	1		<u>16</u>
	<u>16</u>		

SECOND YEAR

Math 112 Trigonometry	2	Comp 100 Basic Computing Machines	3
Phys 100 Physical Science	5	Draf 210 Production Illustration	3
Draf 200 Machine Design	3	Draf 220 Architectural Drafting	3
Draf 230 Electrical and Pipe Drafting	3	PSc 120 Government-National State, Local	3
Elective	3	Econ 201 Principles of Economics	3
	<u>16</u>		<u>15</u>

Suggested Order of Study BACHELOR OF SCIENCE BUSINESS ADMINISTRATION Economics and Finance Major

1st Semester

2nd Semester

FRESHMAN

Course	Hours	Course	Hours
Eng 101 Composition	3	Eng 102 Composition	3
HPER 101 Intro to Physical Activities	2	Hist 110 or 120 U. S. History	3
GB 101 Intro to Business	3	Math 130 College Algebra or higher	3
PSc 120 Government	3	Humanities and Fine Arts	6
Com 100 Computing Machines	3		<u>15</u>
Psy 120 Freshman Orientation	1		
	<u>15</u>		

SUGGESTED ORDER OF STUDY

SOPHOMORE

Course	Hours	Course	Hours
Bio 100 Gen. Biology or Equivalent	4-5	Phys 100 Funda. of Physical Science or equivalent	5
Humanities and Fine Arts	3	Acct 102 Elem. Accounting II	3
Acct 101 Elem. Accounting I	3	Econ 202 Principles of Econ. II	3
Econ 201 Princ. of Economics I	3	Spch 302 Speech	3
HPER 160 Personal Health or two hours activities	2	Geo 222 Economic Geography or electives	3
	<u>15-16</u>		<u>17</u>

JUNIOR

GB 301 Business Law I	3	GB 302 Business Law II	3
GB 321 Business Statistics	3	GB 320 Business Communications	3
MM 300 Princ. of Marketing	3	MM 352 Personnel Mgt.	3
MM 350 Business Organization and Management	3	Econ 350 Corporate Finance	3
Econ 300 Money and Banking	3	Econ 302 Growth & Development	3
	<u>15</u>		<u>15</u>

SENIOR

Econ 401 Microeconomic Analysis	3	Econ 402 Macroeconomic Analysis	3
Econ 411 Investments	3	Econ 498 Seminar on elective	3
Hist 331 Economic History	3	Electives	10-11
Electives	6		<u>16-17</u>
	<u>15</u>		

Suggested Order of Study BACHELOR OF SCIENCE IN EDUCATION ELEMENTARY EDUCATION MAJOR

1st Semester

2nd Semester

FRESHMAN

Course	Hours	Course	Hours
Eng 101 Composition	3	Eng 102 Composition	3
Psy 110 Human Development	5	Hist 120 U. S. History 1877 to the Present	3
Hist 110 U. S. History 1492-1877	3	Art 110 Intro. to Contemporary Art or Music 110 or Dr. 110	3
Math 110 Intro. to College Mathematics I	3	Math 120 Introduction to College Mathematics II	3
Elective	2	HPER 101 Introduction to Physical Activities	2
Psy 120 Freshman Orientation	1	PSc 120 Government: National, State, Local	3
	<u>17</u>		<u>17</u>

SUGGESTED ORDER OF STUDY

SOPHOMORE

Course	Hours	Course	Hours
Eng 180 or 181 World Literature	3	Psy 310 Education Psychology	3
Phys 100 Introduction to Physical Science	5	Eng 325 Children's Literature	3
Music 332 Music in Elementary School	3	Art 220 Art Education	3
Spch 100 Techniques of Speech or Spch 211 Discussion Techniques	3	Bio 101 General Biology	4
Elective	2	Educ 200 Expl. Field Exp.	1
	16	Electives	2
			16

JUNIOR

Course	Hours	Course	Hours
Eng 301 Structure of American English or Eng. 315 Expo.	3	HPER 370 School and Community Health	3
HPER 311 P. E. in Elem. School	2	Educ 312 Problems in Arithmetic	2
Eng 271 or 272 English Literature	3	Educ 340 Lang. Art and Reading	5
Educ 320 Structure of Teaching	2	Psy 302 Exceptional Child	2
Educ 321 Video Teach Lab.	1	Electives (on supporting area)	3
Geog 211 or Geog 222	3		15
Hist 201 or 202 European History	3		
	17		

SENIOR

		Professional Semester	
Educ 311 Science in Elem. School	2	Educ 432 Critical Issues in Education	2
Bio 310 Field Biology	2	Educ 402 History of Education	2
Educ 351 Teaching the Mentally Retarded	3	Psy 412 Measurements and Evaluation or Educ 412 Social Foundation of Curriculum Development	2
Educ 492 Remedial and Diag. Reading	2	Educ 442 Student Teaching Elementary	6
Electives	4	Educ 322 Teach Elementary Soc. Studies	2
Comp 100 Basic Comp Machines (elective)	3	Educ 370 Inst. Media	2
	16		16

After the first year the semesters can be interchanged

*Students whose last names begin with the letters A-L should plan Professional Semester during the first semester. No other courses may be taken while enrolled for Prof. Semester.

SUGGESTED ORDER OF STUDY

Suggested Order of Study ASSOCIATE OF ARTS DEGREE PRE-ENGINEERING

[Freshman Year Only]

1st Semester		2nd Semester	
Course	Hours	Course	Hours
Eng 101 Composition	3	Eng 102 Composition	3
Math 150 Calculus and Analytic Geometry I	5	Math 250 Calculus and Analytic Geometry II	5
Chem 101 General Chemistry I	5	*Draf 120 Descriptive Geometry	3
*Draf 110 Introductory Drafting	3	Phys 250 General Physics I	5
Psy 120 Freshman Orientation	1	HPER 101 P. E. Activities	2
	<u>17</u>		<u>18</u>

*Required of mechanical engineers. Student should check catalog of the College to which he expects to transfer for requirements in this area.

Suggested Order of Study BACHELOR OF ARTS ENGLISH MAJOR

1st Semester		ENGLISH MAJOR		2nd Semester	
FRESHMAN					
Course	Hours	Course		Hours	
*Eng 101 Composition	3	Eng 102 Composition		3	
History 110 or 120	3	Foreign Language		5	
Foreign Language	5	PSc 210		3	
Math 110 or 130	3	English Elective		3	
HPER 101 C	2	Elective		3	
Psy 120 Orientation	1				
	<u>17</u>				<u>17</u>

*Students who qualify take Eng 111 instead of Eng 101-102.

SOPHOMORE

Biological Science	4	Physical Science	5
Eng 271	2	Eng 272	3
HPER 160	2	Eng 216 or 315	3
Speech	3	Social Science Elective	3
English Elective	3	Elective	3
	<u>15</u>		<u>17</u>

JUNIOR

Eng 311	3	Eng 312	3
Eng 301 or 400	3	English Elective	3
Eng Elective	3	Fine Arts Elective	3
Electives	6	Elective	6
	<u>15</u>		<u>15</u>

SENIOR

English Electives	6	English Electives	6
Electives	9	Electives	9
	<u>15</u>		<u>15</u>

SUGGESTED ORDER OF STUDY

Suggested Order of Study BACHELOR OF SCIENCE IN EDUCATION ENGLISH MAJOR

1st Semester		2nd Semester	
FRESHMAN			
Course	Hours	Course	Hours
*Eng 101 Composition	3	Eng 102 Composition	3
Hist 110 or 120	3	Physical Science	5
Psych 110	5	Eng 271	3
Math 110	3	Elective	3
HPER 101C	2	Elective	3
Orientation (Psy 120)	1		
	<u>17</u>		<u>17</u>

*Students who qualify take Eng 111 instead of Eng 101-102.

SOPHOMORE			
Eng 272	3	Eng 301 or 400	3
Biological Science	4	Eng 312	3
Eng 311	3	Psych 310	3
HPER 160	2	Fine Arts Elective	3
*Elective	3	elective	3
	<u>15</u>	Educ 200 Ex Field Exp	1
			<u>16</u>

*Foreign Language is recommended

JUNIOR			
Eng 315	3	Eng 319	3
Speech	3	Educ 330	2
Eng 450 or 451	3	Educ 331 Video Teaching Lab	1
Educ 422	2	Pol. Sci. 120	3
English Elective	3	English Elective	3
Elective	3	Elective	5
	<u>17</u>		<u>17</u>

SENIOR			
Psy 302 Ex. Child	2	Educ 462 St. Teach	6
English Electives	9	Educ 402 Hist & Phil of Educ	2
Electives	4	Educ 432 Critical Issues	2
	<u>15</u>	Psy 412 Meas & Eval	2
		Educ 370 Instructional Media	2
		Educ 332 Teaching English Secondary School	2
			<u>2</u>
			<u>16</u>

SUGGESTED ORDER OF STUDY

Suggested Order of Study ASSOCIATE OF SCIENCE ENVIRONMENTAL HEALTH

FIRST YEAR

Course	Hours
Prescribed 36 week course at Water and Wastewater School	30

SECOND YEAR

1st Semester		2nd Semester	
Second year			
Course	Hours	Course	Hours
Chem 101 General Chemistry I	5	Chem 102 General Chemistry II	3
Bio 101 General Biology	4	Bio 312 Environmental Biology	3
Math 140 Algebra and Trig.	5	Bio 314 Environ. Biology Lab.	2
Psy 120 Orientation	1	Eng 101 Composition	3
HPER 101 Physical Education	2	Hist 110 History of U. S.	3
	17	Humanities Elective	3
			17

SUMMER

Psy 100 General Psychology	3
Spch 100 Fundamentals of Speech	3
	<u>6</u>

Suggested Order of Study ASSOCIATE OF SCIENCE ENVIRONMENTAL HEALTH

1st Semester

2nd Semester

FIRST YEAR

Course	Hours	Course	Hours
Chem 101 General Chemistry I	5	Chem 102 General Chemistry II	3
Bio 101 General Biology	4	Bio 211 Microbiology	5
Math 140 Algebra and Trig.	5	Eng 101 Composition	3
Psy 120 Orientation	1	Hist 110 History of U. S.	3
HPER 101 Physical Education	2	Humanities Elective	3
	<u>17</u>		<u>17</u>

SUMMER

Psy 100 General Psychology	3
Spch 100 Fundamentals of Speech	3
	<u>6</u>

SECOND YEAR

Prescribed 36 week course at Water and Wastewater School	30
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SUGGESTED ORDER OF STUDY

Suggested Order of Study BACHELOR OF SCIENCE ENVIRONMENTAL HEALTH TECHNOLOGY MAJOR

1st Semester		2nd Semester	
FRESHMAN			
Course	Hours	Course	Hours
Eng 101 Composition	3	Eng 102 Composition	3
Math 140 Algebra & Trig.	5	Hist 110 United States History	3
Bio 101 General Biology	4	Bio 112 Botanical Survey	3
Psy 100 General Psychology	3	Art 110 Introduction to Art	3
Psy 120 Orientation	1	HPER 160 Personal Health	2
HPER 101 Physical Education	2	Bio 122 Zoological Survey	3
	18		17
SOPHOMORE			
Chem 101 General Chemistry	5	Chem 102 General Chemistry	3
Eng 180 Masterpieces of World Literature	3	Chem 162 Qualitative Analysis	3
Econ 201 Principles of Economics	3	Bio 211 Microbiology	5
Spch 100 Speech Techniques	3	Eng 271 English Literature	3
Acct 101 Elem. Accounting	3	MM 350 Business Organization and Management	3
	17		17
JUNIOR			
Chem 201 Quantative Analysis	5	Chem 300 Organic and Biological Chemistry	5
Bio 431 Animal Physiology	5	Bio 442 Invertebrate Zoology	5
Bio 312 Environmental Biology	3	PSc 120 Government: National, State, Local	3
Bio 314 Environ. Biology Lab	2	MM 352 Personnel Management	3
	15		16
SENIOR			

The fourth year consists of a minimum of 36 weeks of study at the Water and Wastewater School.

(This work may be taken prior to entering MSSC.)

Suggested Order of Study ASSOCIATE OF SCIENCE LAW ENFORCEMENT MAJOR

FIRST YEAR			
1st Semester		2nd Semester	
Course	Hours	Course	Hours
Eng 101 Composition	3	Math 110 Intro. to College Math I	3
PSc 120 Government: National, State, Local	3	Psy 100 General Psychology	3
Soc 110 Intro. to Sociology	3	Phys 100 Fundamentals of Physical Science	5
HPER 160 Personal Health	2	Soc 212 Social Problems	3
LE 100 Intro. to Law Enforcement	3	LE 150 Interview and Report Writing	2
LE 110 Police Organization and Administration	2		16
Psy 120 Freshman Orientation	1		
	17		

SUGGESTED ORDER OF STUDY

SUMMER

Course	Hours
LE 190 Supervised Police Work	6

SECOND YEAR

Spch 100 Speech Techniques	3	Hist 110 U. S. History 1492-1877	3
Soc 322 Criminology	3	Soc 412 Juvenile Delinquency	3
LE 200 Criminal Investigations	3	HPER 220 First Aid	2
LE 210 Criminal Procedures	3	LE 250 Criminal Law	3
Psy 221 Psychology of Personal Adjustment	3	LE 290 Supervised Police Work II	3
	<u>15</u>	Eng 180 Masterpieces of World Literature	3
			<u>17</u>

Suggested Order of Study ASSOCIATE OF SCIENCE MACHINE TECHNOLOGY MAJOR

1st Semester

2nd Semester

FIRST YEAR

Course	Hours	Course	Hours
Math 130 College Algebra	3	Mach 150 Technical Mathematics	3
Eng 101 Composition	3	Mach 160 Process Instrumentation	3
Draf 110 Introductory Drafting	3	Draf 130 Machine Drafting	3
Mach 100 Intro. to Machine Tool Activities	5	Mach 110 Advanced Machine Tool Processes	5
Psy 120 Freshman Orientation	1	HPER 101 Intro. to Physical Activities	2
	<u>15</u>		<u>16</u>

SECOND YEAR

Hist 110 U. S. History 1492-1877	3	Spch 100 Speech Techniques	3
Phys 100 Fundamentals of Physical Science	5	Mach 230 Jig and Fixture Production	3
Mach 210 Fundamentals of Cutting Tools	5	Mach 260 Funda. of Metallurgy	3
Mach 220 Tool and Die Production	3	Mach 250 Numerical Control Machining	3
	<u>16</u>	Psy 100 General Psychology	3
		DR 110 Theater App	3
			<u>18</u>

SUGGESTED ORDER OF STUDY

Suggested Order of Study BACHELOR OF SCIENCE IN BUSINESS MARKETING AND MANAGEMENT MAJOR

1st Semester		2nd Semester	
FRESHMAN			
Course	Hours	Course	Hours
Eng 101 Composition	3	Eng 102 Composition	3
Psy 100 General Psychology	3	Hist 110 U. S. History 1492-1877	3
HPER 101 Intro. to Physical Activities	2	Math 130 College Algebra or Equivalent	3
GB 101 Introduction to Business	3	Spch 100 Speech Techniques	3
PSc 120 Government: National, State, Local	3	Electives	3
Psy 120 Freshman Orientation	1		15
Electives	2		
	17		

SOPHOMORE

Bio 101 General Biology	4	Phys 100 Fundamentals of Physical Science	5
Humanities	3	Acct 102 Elem. Accounting II	3
Acct 101 Elem. Accounting I	3	Econ 202 Principles of Economics	3
Econ 201 Principles of Economics	3	GB 320 Bus. Communications	3
HPER 160 Personal Health	2	Electives	3
	<u>16</u>		17

JUNIOR

GB 301 Business Law I	3	GB 302 Business Law II	3
Fine Arts	3	GB 321 Business Statistics	3
MM 300 Principles of Marketing	3	Econ 350 Corporate Finance	3
MM 350 Business Organization and Management	3	MM 352 Personnel Mgt.	3
Econ 300 Money and Banking	3	MM 312 Retailing	3
	<u>15</u>		15

SENIOR

Humanities	3	MM 452 Business Policy	3
MM 401 Promotional Strategy	3	Electives in Business or Econ.	6
MM 412 Marketing Management	3	Electives	6
MM 431 Production Management	3		15
Electives	3		
	<u>15</u>		

SUGGESTED ORDER OF STUDY

Suggested Order of Study BACHELOR OF SCIENCE MATHEMATICS MAJOR [Freshman Year Only]

1st Semester		2nd Semester	
Course	Hours	Course	Hours
Eng 101 Composition	3	Eng 102 Composition	3
Math 150 Calculus with Analytic Geometry I	5	Math 250 Calculus with Analytic Geometry II	5
Chem 101 General Chemistry I	5	Chem 102 General Chemistry II	3
Psy 120 Freshman Orientation	1	HPER 101	2
General Educ. Elective	3	General Educ Elective	2
	<u>17</u>		<u>16</u>

BACHELOR OF SCIENCE MEDICAL TECHNOLOGY MAJOR

1st Semester		2nd Semester	
FRESHMAN			
Course	Hours	Course	Hours
Math 100 Slide Rule	1	Eng 102 Composition	3
Eng 101 Composition	3	Bio 120 General Zoology	4
Chem 101 Gen. Chemistry I	5	Chem 102 Gen. Chemistry II	3
Math 140 Algebra and Trig.	5	Hist 110 U. S. History	3
Psy 120 Freshman Orientation	1	Chem 162 Qual Analy	3
	<u>15</u>		<u>16</u>

SOPHOMORE

Chem 201 Quant Analy	5	Chem 300 Organic & Bio Chem	5
Bio 231 Med Micro-Bio	5	Bio 318 Cell Biology	4
Literature Elective	3	Bio 202 Genetics	4
Human & Fine Arts Elective	3	Speech Elective	3
	<u>16</u>		<u>16</u>

JUNIOR

Bio 306 Human Phys & Anat	5	Bio 456 Immunology	3
Phys 151 Elem Col Phys I	5	Phys 152 Elem Col Phys II	3
PSC 120 Government, National, State & Local	3	Chem 421 Instru Alanalysis	5
Human & Fine Arts Elective	3	Behavioral & Social Science Elective	3
HPER 160 Personal Health	2	Elective	3
	<u>18</u>		<u>17</u>

SENIOR

The fourth year consists of 12 months of study at an accredited school of medical technology.

SUGGESTED ORDER OF STUDY

BACHELOR OF SCIENCE IN EDUCATION MUSIC MAJOR

1st Semester		2nd Semester	
FRESHMAN			
Course	Hours	Course	Hours
Eng 101 Composition	3	Eng 102 Composition	3
Psy 120 Orientation	1	Psy 110 Hum Grth Dev	5
HPER 101 PE Act	2	Mus 112 Mus Theory	3
Hist 110 U. S. Hist.	3	Mus 232 Brass Tech	2
Mus 111 Music Theory	3	Mus Applied Mus	2
Mus 131 Intr Prf Mus Ed	1	Mus Perf Ens	2
Mus 231 String Tech	2	Recital	—
Mus Applied Mus	2		17
Mus Perf Ens	2		
Recital	—		
	19		

SOPHOMORE			
Math 110 Intro Col Math	3	Ed Psy 310	3
Sp 110 Speech Tech	3	English Elective	3
Mus 211 Mus Theory	3	Mus 212 Mus Theory	3
Mus 181 Choral Cond	2	Mus 182 Inst Cond	1 (2)
Mus 361 Perc Tech	2	Mus 362 Woodwind Tech	2
Mus Applied Mus	2	Mus Applied Music	1 (2)
Mus Perf Ens	2	Mus Perf Ens	1 (2)
Soc Sci Elective	3	Recital	—
Recital	—	***Piano	1
	20		18

JUNIOR			
Pol Sci 120 Govt Nt St Lcl	3	Science Elective	5
HPER 160 Pers Health	2	Mus 332 Mus Elm School	3
Mus 311 Hist of Mus	3	Mus 312 Hist of Music	3
Mus 431 Orchestration	3	Mus 421 Form & Anal	3
English Elective	3	Mus Applied Music	2
Mus Applied Music	2	Mus *Vocal Tech	2
Mus Perf Ens	2	Mus Perf Ens	2
***Piano	1	Recital	—
Recital	—		20
	19		

* for non-voice majors only

** one summer enrollment is strongly recommended to reduce semester enrollments

*** Applied Piano may be waived on passing piano proficiency exam.

SUGGESTED ORDER OF STUDY

SENIOR

Course	Hours	Course	Hours
Science Elective	5	Ed 464 Stdnt Tchng	6
Ed 330 Struc Tchng	2	Ed 432 Crit Issues	2
Ed 331 Video Tch Lab	1	Ed 370 Intro Ins Med	2
Mus 411 Mch Bnd Tech	1	Ed 335 Tch Mus Sec	2
Mus 441 Adv Cond	2	Ed 402 Hst Phil Ed	2
Mus 432 Mus Pub School	3	Ed Elective (Psy 412)	2
Mus Applied Mus	2		<u>16</u>
Mus Perf Ens	2		
	<u>18</u>		

Suggested Order of Study ASSOCIATE OF SCIENCE

1st Semester		NURSING MAJOR		2nd Semester	
FIRST YEAR					
Course	Hours	Course	Hours		
Bio 221 Human Anatomy and Physiology	5	Chem 100 Intro. Chemistry	5		
Eng 101 Composition	3	Nurs 120 Nursing in Physical Illness I	9		
Soc 110 Intro. to Sociology	3	HPER 101 Intro to Physical Act.	2		
Nurs 100 Funda. of Nursing	5	Psy 100 General Psychology	3		
Psy 120 Freshman Orientation	1				
	<u>17</u>				<u>19</u>

SUMMER

Nurs 130 Nursing in Mental Illness	4
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SECOND YEAR

Bio 231 Fundamentals of Medical Microbiology	5	PSc 120 Government: National, State, Local	3
Nurs 210 Maternal & Child Health	9	Spch 100 Speech Techniques	3
Fine Arts Elective	3	Nurs 240 Nursing in Physical Illness II	9
	<u>17</u>		<u>15</u>

Suggested Order of Study BACHELOR OF SCIENCE IN EDUCATION MEN'S PHYSICAL EDUCATION MAJOR

1st Semester	Single Teaching Field		2nd Semester
FRESHMAN			
Course	Hours	Course	Hours
Eng 101 Composition	3	Eng 102 Composition	3
HPER 160 Personal Health	2	Hist 120 U. S. History 1877 to the present or Elective	3
Phys 100 Funda. of Physical Science	5	Bio 121 Zoology	4
HPER 150 Intro. to Professional Physical Education	2	Psy 110 Psychology of Human Development	5
PSc 120 Government: National, State, Local	3		15
Psy 120 Freshman Orientation	1		
	<u>16</u>		

SUGGESTED ORDER OF STUDY

SOPHOMORE

Math 110 Intro. to College Math I	3	Soc 152 Anthropology	3
Eng 180 or 181 World Literature	3	Psy 310 Educational Psychology	3
Spch 100 Speech Techniques	3	Bio 221 Human Anatomy and Physiology	4
HPER 251 Funda. of Physical Education Activities I	4	HPER 252 Funda. of Physical Education Activities I	4
Music 110 Music Apprec. or Phil 201 or Art 110 or Dr 110	3	Educ 200 Exploratory Field Experiences	1
	<u>16</u>		<u>15</u>

JUNIOR

Eng 271 or 272 English Lit.	3	Educ 330 Structure of Teaching	2
HPER 370 School and Community Health	3	Educ 331 Video Teaching	1
HPER 310 Elem. School Physical Education Programs	3	HPER 312 Teaching Elem. School Physical Education	2
HPER 351 Theory of Football	3	HPER 342 Kinesiology	3
HPER 331 Theory and Analysis of Selected Team Sports	2	HPER 350 Theory of Basketball	2
Swimming	1	HPER 352 Theory of Spring Sports	2
	<u>15</u>	Elective	3
			<u>15</u>

SENIOR

HPER 410 History and Philosophy of Physical Education	3	Educ 370 Instructional Media	2
HPER 470 Administration of Physical Education	3	Educ 338 Teaching P.E. Secondary School	2
HPER 470 Administration of Physical Education	3	Psy 412 Measurement and Evaluation	2
HPER 450 Care and Prevention of Injuries or HPER 220 First Aid or HPER 230 Safety	2-3	Educ 402 History and Philosophy of Education	2
HPER 432 Administration of the Interscholastic Programs	3	Educ 442 Critical Issues in Education	2
Psy 302 Ex. Child	2	Educ 464 Student Teaching	6
	<u>17</u>		<u>16</u>

SUGGESTED ORDER OF STUDY

Suggested Order of Study BACHELOR OF SCIENCE IN EDUCATION WOMEN'S PHYSICAL EDUCATION MAJOR

1st Semester	Single Teaching Field	2nd Semester	
FRESHMAN			
Course	Hours	Course	Hours
Eng 101 Composition	3	Eng 102 Composition	3
Hist 110 U. S. History 1492-1877	3	Bio 121 Zoology	4
Phys 100 Fundamentals of Physical Science	5	Psy 110 Psychology of Human Development	5
HPER 150 Intro. to Professional Physical Education	2	HPER 160 Personal Health	2
PSc 120 Government: National, State, Local	3		14
Psy 120 Freshman Orientation	1		
	<u>17</u>		
SOPHOMORE			
Math 110 Intro. to College Math I	3	Soc 152 Anthropology	3
Spch 100 Speech Techniques	3	Psy 310 Educational Psychology	3
HPER 251 Funda. of Physical Education Activities I	4	Bio 221 Human Anatomy and Physiology	5
Music 110 Music Apprec. or Phil 201 or Dr 110 or Art 110	3	HPER 252 Funda. of Physical Education Activities II	4
	<u>16</u>	Educ 200 Exploratory Field Experience	1
			16
JUNIOR			
Eng 271 or 272 English Lit.	3	Educ 331 Video Teaching	1
HPER 370 School and Community Health	3	Educ 330 Struct. of Teaching	2
HPER 321 Theory and Analysis of Selected Team Sports	3	HPER 312 Teaching Elem School Physical Education	2
HPER 310 Elem. School Physical Education	3	HPER 342 Kinesiology	4
Swimming	1	HPER 332 Rhythmic Form and Analysis	2
Psy 302 Ex Child	2	HPER 322 Theory and Analysis of Selected Individ. Sports	3
	<u>15</u>	Elective	2
			16
SENIOR			
		Professional Semester	
HPER 410 History and Philosophy of Physical Education	3	Educ 338 Teaching P.E. Secondary School	2
HPER 470 Organization and Adm. of Physical Education	3	Educ 370 Instructional Media	2
HPER 450 Care and Prevention of Injuries or HPER 220 First Aid	3	Psy 412 Measurement and Evaluation	2
HPER 431 Administration of the Interscholastic Programs	3	Educ 402 History and Philosophy of Education	2
Elective	3-4	Educ 432 Critical Issues in Education	2
	<u>15-16</u>	Educ 464 Student Teaching Secondary	6
			16

SUGGESTED ORDER OF STUDY

Suggested Order of Study BACHELOR OF SCIENCE PHYSICS MAJOR

Physics students who plan to do graduate work in engineering should include Chem 101, Chem 102, Comp 120, Comp 130, Draf 110 and Draf 120 in their program as well as the following special courses: Chemical Engineering--Chem 201, Chem 301, Chem 302, Chem 401, Chem 402, and Chem 421; Electrical Engineering--Math 351, Math 412, Math 431 and Phys 480 (circuit analysis); Engineering Mechanics--Math 260, Math 351, Math 412, Math 431 and Phys 480 (fluid mechanics and heat transfer); Mechanical Engineering--Draf 130, Phys 480 (fluid mechanics and heat transfer) plus additional courses in machines.

1st Semester		2nd Semester	
FRESHMAN			
Course	Hours	Course	Hours
Math 150 Calculus I	5	Phys 250 Gen. Physics I	5
*Chem 101 Gen. Chem I	5	Math 250 Calculus II	5
Eng 101 Composition	3	*Chem 102 Gen. Chem II	3
Hist 110 or 120 U. S. History	3	Eng 102 Composition	3
Psy 120 Freshman Orientation	1		16
	17		
SOPHOMORE			
Phys 260 Gen. Physics II	5	Phys 322 Classical Mechanics	3
Math 260 Calculus III	5	or	
PSc 120 Gov't: National, Local, State	3	Phys 341 Thermal Physics	(4)
HPER 101 Physical Activities	2	Phys 372 Electronic Circuits	4
	15	Math 322 Diff. Equations	3
		HPER 160 Personal Health	2
		Area IV General Education	3
			15 [16]
JUNIOR			
Phys 301 Modern Physics	4	Phys 341 Thermal Physics	4
Phys 381 Intermed. Physics Lab	3	or	
or		Phys 322 Classical Mechanics	(3)
Phys 401 Elcty. & Magnetism	(4)	Phys 452 Quantum Mechanics	3
Bio 101 General Biology	4	(or Elective)	
Area II General Education	3	Math Elective	3
	14 [15]	Speech Gen. Ed. Requirement	3
		Area II General Education	3
			16 [15]
SENIOR			
Phys 401 Elcty. & Magnetism	4	Phys 452 Quantum Mechanics	3
or		(or Elective)	
Phys 381 Intermed. Physics Lab	(3)	Phys 498 Seminar	1
Area II General Education	3	Electives	12
Area V General Education	3		16
Phys or Math elective	3		
Electives	3		
	16 [15]		

*Suggested elective (not strict requirement)

SUGGESTED ORDER OF STUDY

Suggested Order of Study BACHELOR OF ARTS PSYCHOLOGY MAJOR

1st Semester		2nd Semester	
FRESHMAN			
Course	Hours	Course	Hours
Eng 101 Composition	3	Eng 102 Composition	3
Math 140 College Algebra & Trig.	5	Hist 120 U. S. History 1877 to the Present	3
Psy 110 Psychology of Human Development	5	Bio 121 General Zoology	5
Elective	3	Psy Elective	3
Psy 120 Freshman Orientation	1	HPER 101 Introduction to Physical Activities	2
	<u>17</u>		<u>16</u>
SOPHOMORE			
Psy 311 Statistics	3	Psy 312 Experimental Psychology	5
Bio 306 Human Anatomy and Physiology	5	Chem 101 Chemistry or Pys 151	5
Eng 180 or 181 World Literature	3	Eng 271 or 272 English Literature	3
HPER 160 Personal Health	2	Spch 100 Speech Techniques or Speech 202	3
Soc 110 General Sociology or Geo. 211 or Econ. 201	3		<u>16</u>
	<u>16</u>		
JUNIOR			
Foreign Language	5	Foreign Language	5
Bio 331 Comparative Chordate	5	Psy 422 Theories of Personality	3
Psy 451 Psychology of Learning	3	PSc 120 Government: National, State, Local	3
Comp 100 Basic Computing Machines	3	Art 110 Intro. to Contemp. Art or Dr 110 Music 110 or Phil 201	3
	<u>16</u>	Psy 412 Meas and Eval	3
			<u>17</u>
SENIOR			
Psy 411 Sensation and Perception	3	Psy 442 Physiological Psychology	3
Psy 498 Seminar	3	Psy 452 History and Systems of Psychology	3
Psy 499 Independent Study	1-3	Psy Electives	3
Psy Elective (Upper Division)	3	Electives (Upper Division)	6
Electives (Upper Division)	4-6		<u>15</u>
	<u>16</u>		

One of the Support Areas Below [Major hours only acceptable]

Biology and/or Chemistry	15	Math and/or Comp. Science	15
Biology and/or Physics	15	Sociology and/or Anthropology	15
Chemistry /or Physics	15	Marketing and Management	15

SUGGESTED ORDER OF STUDY

Psychology Electives:

Psy 200 Child Psychology and Development	Psy 412 Measurement and Evaluation in Education and Psychology
Psy 210 Adolescent Psychology	Psy 422 Theories of Personality
Psy 221 Psychology of Personal Adjustment	Psy 432 Abnormal Psychology
Psy 302 The Exceptional Child	Psy 471 Group and Individual Intelligence Testing
Psy 310 Educational Psychology	Psy 480 Seminar in Psychology
Psy 341 Social Psychology	Psy 490 Independent Study

Suggested Order of Study BACHELOR OF SCIENCE PSYCHOLOGY MAJOR

1st Semester		2nd Semester	
FRESHMAN			
Course	Hours	Course	Hours
Eng. 101 Composition	3	Eng 102 Comp.	3
Math 110 or Math 130	3	Hist 110 or 120	3
*Psych 110 of Hum. Dev.	5	Bio 121 Gen. Zoo.	4
HPER 101 Intro to P.E.	2	Eng 180 or 181	3
Psy. 120 Fres. Orientation	1	Electives	2
Art 110, De. 110, Mus. 110 or Phil 201	3		15
	<u>17</u>		

SOPHOMORE YEAR

Chem 101 or Phys 151	5	Soc 110, Econ 201, Geo. 211 or 222	3
*Psy 311 Applied Stat.	3	Speech 100 Speech Tech.	3
PSc 120 Government	3	Eng (Literature elective)	3
HPER 160 Personal Health	2	*Psc 312 Exp. Psc.	5
**Elective in Supporting Area	3-5	**Elective in Supporting Area	3
	<u>16-18</u>		<u>17</u>

JUNIOR

*Psy 411 Sensation & Percep.	3	*Psc 442 Physiological Psc.	3
*Psy. 451 Psc. of Learning	3	*Psc 452 Hist. & Systems	3
**Elective in Supporting Area	3-5	**Elective in Supporting Area	3-5
Electives	3-5	Electives	3-5
	<u>12-16</u>		<u>12-16</u>

SENIOR

*Psc 498 Seminar: Selected Topics	3	*Psc 498 Seminar: Exp. Designs and Applied Stat.	3
**Electives in Supporting Area	3-5	**Electives in Supporting Area	3-5
Electives	9	Electives	9
	<u>15-17</u>		<u>15-17</u>

SUGGESTED ORDER OF STUDY

Suggested Order of Study B. S. IN EDUCATION PSYCHOLOGY-SPECIAL EDUCATION MAJOR

1st Semester		2nd Semester	
FRESHMAN			
Course	Hours	Course	Hours
Eng 101 Composition	3	Eng 102 Composition	3
Math 110 or Math 130	3	Hist 110 or 120	3
Psy 110 Psych of Human Dev.	5	Bio 121 General Zoology	4
HPER 101 Intro. Phys. Activ. I	2	Eng 180 or 181 World Lit.	3
Art 110, Dr. 110, Music 110, or Phil 201	3	Soc 110, Econ 201, Geo 211 or 222	3
Psy 120 Freshman Orientation	1		16
	17		
SOPHOMORE			
Psy 311 Applied Stat. Behav. and Nat. Sciences	3	Educ 312 Prob. Teach Arithmetic Elem. School	2
Psy 302 Exceptional Child	2	Educ 352 Meth's Teach Children with L. D.	3
HPER 102 Intro Phys Activ. II	1	Eng 210 or 220 English Lit.	3
HPER 340 Motor Learning in P.E.	3	Psy 312 Experimental Psych.	5
Psy 310 Educational Psych.	3	PSc 120 Government: National, State, Local	3
Chem 100 or 191, Physics 100 or 151	5		16
	17		
JUNIOR			
Educ 340 Lang. Arts and Reading	5	Psy 422 Theories of Person.	3
Educ 351 Teach. Ment. Retard.	3	Psy 432 Abnormal Psychology	3
Educ 360 Meths. Teac. Emot. Disturbed Child	3	Psy 442 Physiological Psychology	3
Psy 411 Psy of Sen. and Percept.	3	Educ 492 Remedial Reading	3
Psy 451 Psychology of Learning	3	Spch 492 Speech Correction	3
	17		15
SENIOR			
Educ 330 Struc. of Teach. Sec.	2	Psy 412 Meas. and Eval. Edu. and Psy.	2
Educ 331 Video Teach. Lab	1	Educ 370 Intro. Inst. Media	2
Psy 498 Seminar: Behavioral Management Techniques	3	Educ 402 Phil. and History of Education	2
Electives (upper or lower div.)	9-11	Educ 432 Critical Issues in Education	2
	15-17	Educ 444 Student Teaching- Combination	6
		Psy 499 Independent Study (or a Prof. Education Block course)	1-3
			15-17

SUGGESTED ORDER OF STUDY

Suggested Order of Study ASSOCIATE OF SCIENCE RADIOLOGIC TECHNOLOGY

1st Semester		2nd Semester	
FIRST YEAR			
Course	Hours	Course	Hours
Bio 221 Human Anatomy and Physiology	5	Math 20-30 Beginning and Interm. Algebra or Math 130	
Rad 101 Intro. to Radiology	3	College Algebra	3
Rad 170 Radiologic Physics I	3	Psy 100 General Psychology	3
Rad 142 Radiographic Positioning I	3	Rad 132 Principles of Radiographic Exposure	3
Psy 120 Freshman Orientation	1	Rad 152 Osteology	3
HPER 101 Physical Educa.	2	Rad 241 Radiographic Positioning II	3
	<u>17</u>		<u>3</u>
			15

SUMMER

Rad 160 Film Critique	2
Rad 180 Practicum in Radiology I	5
Rad 271 Radiologic Physics II	3
	<u>10</u>

SECOND YEAR

Chem 100 Introductory Chem	5	Hist 110 History of the U. S.	3
Eng 101 Composition	3	Spch 100 Speech Techniques	3
Psy 221 Psychology of Personal Adjustment	3	Rad 252 Radiographic Positioning	3
Rad 111 Medical Terminology	5	Rad 282 Practicum Radiology II	3
Rad 121 Patient Care and Special Techniques	3	OA 101 Elementary Typing	3
	<u>19</u>	Humanities Elective	3
			<u>18</u>

*SUMMER

Rad 290 Practicum in Radiology II	5
Rad 299 Advanced Radiology	3
	<u>8</u>

*Summer classes meet a minimum of 14 weeks.

THIRD YEAR

3 months advanced practicum

SUGGESTED ORDER OF STUDY

Suggested Order of Study ASSOCIATE OF SCIENCE SECRETARIAL SCIENCE

1st Semester

2nd Semester

FIRST YEAR

Course	Hours	Course	Hours
Eng 101 Composition	3	Hist 110 U. S. History 1492-1877	3
OA 111 Elementary Shorthand	3	Spch 100 Speech Techniques	3
OA 102 Intermed. Typewriting	3	OA 120 Intermediate Shorthand	3
GB 101 Intro. to Business	3	OA 200 Advanced Typewriting	3
Math 30 Beginning and Intermediate Algebra (or Math 110)	3	Eng 180 Masterpieces of World Literature	3
Psy 120 Freshman Orientation	1	HPER 101 Intro. to Physical Act.	2
	<u>16</u>		<u>17</u>

SECOND YEAR

Acct 101 Elem. Accounting I	3	Bio 101 Gen. Biology	4
GB 121 Office Machines	3	GB 320 Bus. Communications	3
Psy 100 Gen. Psychology	3	OA 230 Secretarial Procedures	3
Econ 201 Principles of Economics	3	GB 301 Business Law	3
OA 210 Advanced Shorthand	3	OA 220 Dictation & Transcription	3
	<u>15</u>		<u>16</u>

Required Order of Study SECRETARIAL-TYPIST CERTIFICATE ONE-YEAR SCHEDULE

1st Semester

2nd Semester

Course	Hours	Course	Hours
Spch 100 Speech Techniques	3	GB 220 Business Communications	3
Eng 101 Composition	3	OA 200 Advanced Typewriting	3
GB 101 Intro. to Business	3	GB 121 Office Machines	3
GB 110 Business Math.	3	OA 220 Dictation & Transcription	3
OA 210 Advanced Shorthand	3	Acct 101 Elem. Accounting I	3
Psy 120 Freshman Orientation	1		<u>15</u>
	<u>16</u>		

SUGGESTED ORDER OF STUDY

Suggested Order of Study BACHELOR OF SCIENCE IN EDUCATION SOCIAL SCIENCE MAJOR

1st Semester		History Emphasis		2nd Semester	
FRESHMAN					
Course	Hours	Course	Hours		
Eng 101 Composition	3	Eng 102 Composition	3		
Psy 110 Human Development	5	Hist 120 U. S. History			
Hist 110 U. S. History 1492-1877	3	1877 to Present	3		
Math 110 Intro. to College Math.	3	Art 110 Intro. to Art or Music 110			
HPER 101 Intro. to Phys. Act. I	2	Music Appreciation or Drama			
Psy 120 Freshman Orientation	1	110 Theatra Appreciation or			
	17	Phil 201 Intro. to Philos.	3		
		PSc 120 Government: National,			
		State, Local	3		
		Hist 200 Western Civiliz. to 1500	3		
			15		
SOPHOMORE					
Phys Sc 100 Fund. of Phys. Sc. or any 5 hour course in Chem or Phys	5	Eng 271 or 272 English Lit.	3		
Eng 180 or 181 Masterpieces of World Lit.	3	*Bio 101 Gen. Biology or any 4 hour course in Biology	4		
Educ 200 Exploratory Field Experience	1	Hist 201 or 202 Modern Europe	3		
Soc 110 Intro. to Sociology	3	Geo 211 Regions and Nations or			
HPER 160 Personal Health	2	Geo 222 Economic Geography	3		
HPER 102 Intro. to Phys. Act.	1	Spch 100 Speech Techniques	3		
	15		16		
JUNIOR					
Econ 201 Principles of Economics	3	Upper Level History	6		
Upper Level Social Science Elect.	3	Ed 330 Structures of Teaching	2		
Upper Level History	6	Ed 331 Video Teaching Lab	1		
Psy 310 Educa. Psychology	3	Social Science Electives	8		
	15	(It is recommended that the student have upper level courses in all the areas of Social Science, that is, Hist, Pol. Sc, Geo, and Soc.)			
			17		
SENIOR					
Professional Semester	16	Upper Level History	6		
		Social Science Electives	9		
			15		

*It is recommended that Sociology majors register for Biology 120 or Biology 202.

SUGGESTED ORDER OF STUDY

Suggested Order of Study BACHELOR OF SCIENCE IN EDUCATION SOCIAL SCIENCE MAJOR Political Science Emphasis

1st Semester

2nd Semester

FRESHMAN

Course	Hours	Course	Hours
Eng 101 Composition	3	Eng 102 Composition	3
Psy 110 Human Development	5	Hist 120 History 1877 to Present	3
Hist 110 U. S. History 1492-1877	3	Art 110 Intro. to Art or Music 110	
Math 110 Intro. to College Math.	3	Music Appre. or Drama 110	
HPER 101 Intro. to Physc. Act. I	2	Theatre Appre. or Phil 201	
Psy 120 Freshman Orientation	1	Intro to Philosophy	3
	<hr/> 17	PSc 120 Government: National, State, Local	3
		Hist 200 Western Civ. to 1500	3
			<hr/> 15

SOPHOMORE

Phys Sc 100 Fund. of Phys. Sc. or any 5 hour course in Chem or Phys	5	Eng 271 or 272 English Lit.	3
Eng 180 or 181 Masterpieces of World Lit.	3	Bio 101 Gen. Biology or any 4 hour course in Biology	4
Soc 110 Intro. to Sociology	3	European Hist 201 or 202 Modern Europe	3
Spch 100 Speech Tech. or Spch 211		Geo 211 Regions and Nations or	
Discussion Techniques	3	Geo 222 Economic Geography	3
Elective	2	HPER 160 Personal Health	2
	<hr/> 16	Educ 200 Exploratory Field Experience	1
			<hr/> 16

JUNIOR

Econ 202 Principles of Economics	3	Upper Level Political Science	6
Upper Level U. S. History	3	Ed 330 Structures of Teaching	2
Upper Level Political Science	6	Ed 331 Video Teaching Lab	1
Psy 310 Educational Psychology	3	Social Science Electives	8
	<hr/> 15	(It is recommended that the student have upper level courses in all areas of Social Science, that is, Hist, Pol Sc, Geo, and Soc)	
			<hr/> 17

SENIOR

Professional Semester	16	Upper Level Political Science	3
		Upper Level European History	3
		Upper Level Elective Hours	9
		(Attention should be given to the electives so that the student may have a sup- porting area.)	
			<hr/> 15

SUGGESTED ORDER OF STUDY

Suggested Order of Study BACHELOR OF SCIENCE IN EDUCATION SOCIAL SCIENCE MAJOR Sociology Emphasis

1st Semester

2nd Semester

FRESHMAN

Course	Hours	Course	Hours
Eng 101 Composition	3	Eng 102 Composition	3
Psy 110 Human Development	5	Hist 120 History 1877 to Present	3
Hist 110 U. S. History 1492-1877	3	Art 110 Intro. to Art or Music 110	
Math 110 Intro. to College Math.	3	Music Apprec. or Drama 110	
HPER 101 Intro. to Physical Activities I	2	Theatre Apprec. or Phil 201	
Psy 120 Freshman Orientation	1	Intro. to Philosophy	3
	<u>17</u>	PSc 120 Government: National, State, Local	3
		Hist 200 Western Civ. to 1500	3
			<u>15</u>

SOPHOMORE

Phys Sc 100 Fund. of Phys. Sc or any 5 hour course in Chem or Phys	5	Eng 271 or 272 English Lit.	3
Eng 180 or 181 Masterpieces of World Literature	3	*Bio 101 General Biology or any 4 hour course in Biology	4
Soc 110 Intro. to Sociology	3	Hist 201 or 202 Modern Europe	3
Spch 100 Speech Tech. or Spch	3	Geo 211 Regions and Nations or	
211 Discussion Techniques	3	Geo 222 Economic Geography	3
Elective	2	HPER 160 Personal Health	2
	<u>16</u>	Educ 200 Exploratory Field Experience	1
			<u>16</u>

JUNIOR

Econ 201 Principles of Economics	3	Upper Lev. Electives in Sociology	6
Upper Level U. S. History	3	Upper Level Elective	3
Upper Level Electives in Sociology	6	Ed 330 Structures of Teaching	2
Psy 310 Educational Psychology	3	Social Science Elective	5
	<u>15</u>	(It is recommended that the student have upper level courses in all areas of Social Science, that is, Hist, Pol Sc, Geo, and Soc.)	
			<u>16</u>

SENIOR

Professional Semester	16	Upper Lev. Elective in Sociology	3
		Upper Level European History	3
		Upper Lev. Electives in Sociology	9
			<u>15</u>

*It is recommended that Sociology majors register for Biology 121 or Biology 305.

SUGGESTED ORDER OF STUDY

Suggested Order of Study BACHELOR OF ARTS SPEECH AND DRAMA MAJOR Drama Emphasis

1st Semester		2nd Semester	
FRESHMAN			
Course	Hours	Course	Hours
Eng 101 Composition	3	Eng 102 Composition	3
Hist 110 U. S. History 1492-1877	3	Bio 101 General Biology	4
or		HPER 101 Introduction to	
Hist. 120 U. S. History 1877-Present		Physical Activities II	2
Spch 100 Speech Techniques	3	Dr 122 Theatre Lab	1
Dr 110 Theatre Appreciation	3	PSc 120 Government: National,	
Eng 180 or 181 World		State, Local	3
Masterpieces	3	Psy 100 General Psychology	3
Psy 120 Orientation	1		16
	16		
SOPHOMORE			
Math 110 Intro. to Col. Math I	3	Phy 100 Intro. to Physical Science	5
or		Sp 102 Beginning Spanish	5
Math 130 College Algebra		or	
Eng 180 or 181 World Masterpcs.	3	Fr 102 Beginning French	
Sp 101 Beginning Spanish	5	or	
or		Ger 102 Beginning German	
Fr 101 Beginning French		Spch 212 Oral Interpretation	3
or		Dr 222 Theatre Lab	1
Ger 101 Beginning German		HPER 160 Personal Health	2
Dr 221 Theatre Lab	1		16
Spch 101 Argumentation and			
Debate	3		
	15		
JUNIOR			
Dr 121 Theatre Lab	1	Dr 332 Develop. of Drama	3
Hist 200 Western Civilization-1500	3	Dr 362 Costume	3
Dr 331 Develop. of Drama	3	Dr 372 Directing	3
Dr 351 Play Production	3	Electives	5
Dr 341 Beginning Acting	3		14
Art 100 (Elect) Art Composition	3		
	16		
SENIOR			
Spch 411 Seminar	3	Art 302 Art History (elect)	3
Dr 432 Creative Dramatics	3	Spch 492 (elect) Speech	
Art 301 Art History (elect)	3	Correction	3
Dr 441 Scene Design	3	Dr 422 Styles	3
Elective	3	Electives	6
	15		16

(Recommended in Lit. 1 hr.
must be in upper division)

SUGGESTED ORDER OF STUDY

Suggested Order of Study BACHELOR OF ARTS SPEECH AND DRAMA MAJOR Speech Emphasis

1st Semester

2nd Semester

FRESHMAN

Course	Hours	Course	Hours
Eng 101 Composition	3	Eng 102 Composition	3
Spch 101 Argumentn.and Debate	3	Bio 101 General Biology	4
Hist. 110 U. S. History 1492-1877	3	Spch 100 Speech Techniques	3
or		Spch 122 Forensics Workshop	1
Hist 120 U. S. History 1877-Present		PSc 120 Government: National,	
Spch 121 Forensic Workshop	1	State, Local	3
Eng 180 or 181 World Masterpcs.	3	HPER 101 Intro. to Physical	
Dr 110 Theatre Appreciation	3	Activities I	2
Psy 120 Orientation	1		<u>16</u>
	<u>17</u>		

SOPHOMORE

Math 110 Intro to Coll. Math I	3	Phys 100 Intro. to Physical	
or		Science	5
Math 130 College Algebra		Sp 102 Beginning Spanish	5
Sp 101 Beginning Spanish	5	or	
or		Fr 102 Beginning French	
Fr 202 Beginning French		or	
or		Ger 102 Beginning German	
Ger 101 Beginning German		Spch 102 Public Speaking	3
Spch 221 Forensics Lab	1	HPER 160 Personal Health	2
Spch Cor 131 Voice & Articultn.	3	Spch 222 Forensic Workshop	1
Spch 210 Discussion Techniques	3		<u>16</u>
	<u>15</u>		

JUNIOR

Dr 331 Development of Drama	3	Spch 212 Oral Interpretation	3
Hist 200 Western Civiliz.-1500	3	Dr 332 Development of Drama	3
Spch 321 (elect) Forensic Wkshp.	1	Eng 271 or 272 English Lit.	3
Spch 302 Business and		Spch 322 (elect) Forensic Wkshp.	1
Professional Speech	3	Art 100 (elect) Art Composition	3
Psy 100 General Psychology	3	Electives	3
Electives	3		<u>16</u>
	<u>16</u>		

SENIOR

Spch 311 Public Address	3	Spch 300 Speech Composition	3
Spch 411 Seminar-Studies in		Spch 422 (elect) Forensic Wkshp.	1
Discussion	3	Electives	<u>11</u>
Spch 421 (elect) Forensic Wkshp.	1		<u>15</u>
Dr 351 Play Production	3		
Electives	5		
	<u>15</u>		

All electives recommended in art, music, history or literature.

SUGGESTED ORDER OF STUDY

Suggested Order of Study BACHELOR OF SCIENCE IN EDUCATION SPEECH AND DRAMA MAJOR

Drama Emphasis

Plan B—Single Teaching Field

1st Semester		2nd Semester	
FRESHMAN			
Course	Hours	Course	Hours
Eng 101 Composition	3	Eng 102 Composition	3
Hist. 110 U. S. History 1492-1877 or Hist 120 U. S. History 1877-Present	3	Bio 101 General Biology	4
Spch 100 Speech Techniques	3	Psy 110 Psychology of Human Development	5
Dr 121 Theatre Lab	1	Dr 122 Theatre Lab	1
Dr 110 Theatre Appreciation	3	Elective	3
Psy 120 Orientation	1		16
HPER 101 Intro. to Physical Activities	2		
	16		
SOPHOMORE			
Math 110 Intro. to College Math I	3	Spch 212 Oral Interpretation	3
Dr 221 Theatre Lab	1	Dr 222 Theatre Lab	1
Art 100 Art Composition (elect)	3	Psy 310 Educational Psychology	3
Eng 180 or 181 World Masterpcs.	3	Phys 100 Intro. to Physical Science	5
PSc 120 Government: National State, Local	3	Eng 271 or 272 English Literature	3
Hist 200 Western Civiliz.-1500	3		15
	16		
JUNIOR			
Spch 300 Speech Composition	3	Dr 332 Development of Drama	3
Dr 331 Developmt. of Drama	3	Dr 362 Stage Costume & Design	3
Dr 341 Beginning Acting	3	Dr 372 Directing for Stage	3
Dr 351 Play Production	3	Electives	3
Dr 321 (elect) Theatre Lab	1	Ed 330 Structures of Teaching	2
Elective	3	Ed 331 Video Teaching Lab	1
	16		15
SENIOR			
HPER 160 Personal Health	2	Professional Educ. Semester	16
Dr 431 Creative Dramatics	3		
Dr 441 Stage Design	3		
Spch 411 Seminar—Studies in Discussion	3		
Electives	6		
	17		

For Plan A (teaching two subjects) student follows the above but is not required to take Sp 300, Dr 431, and 3 hours of Theatre Laboratory.

SUGGESTED ORDER OF STUDY

Suggested Order of Study BACHELOR OF SCIENCE IN EDUCATION SPEECH AND DRAMA MAJOR

Speech Emphasis

Plan B—Single Teaching Field

1st Semester

2nd Semester

FRESHMAN

Course	Hours	Course	Hours
Eng 101 Composition	3	Eng 102 Composition	3
Hist. 110 U. S. History 1492-1877 or Hist 120 U. S. History 1877- Present	3	Bio 101 General Biology	4
Eng 180 or 181 World Masterpcs.	3	Psy 110 Psychology of Human Development	5
Spch 121 Forensics Workshop	1	Spch 122 Forensic Workshop	1
Spch 101 Argumtn. and Debate	3	Spch 100 Speech Techniques	3
HPER 101 Intro. to Physical Activities I	2		<hr/> 16
Psy 120 Orientation	1		
	<hr/> 16		

SOPHOMORE

Math 110 Intro. to College Math. I or Math 130 College Algebra	3	HPER 160 Personal Health	2
Spch 221 Forensic Workshop	1	Psy 310 Educational Psychology	3
Eng*271 or 272 English Literature	3	Phys 100 Intro. to Physical Science	5
PSc 120 Government: National, State, Local	3	Hist 200 Western Civiliz. to 1500	3
Dr 110 Theatre Appreciation	3	HPER 101 Intro to Physical Activities	2
Spch 210 Discussion Techniques	3	Ed 200 Exploratory Field Experiences	1
	<hr/> 16	Spch 222 Forensics Workshop	1
			<hr/> 17

JUNIOR

Spch 300 Speech Composition	3	Spch 102 Public Speaking	3
Spch 310 Business and Professional Speech	3	Dr 332 Devlpmt. of Drama	3
Spch 321 (elect) Forensic Wkshp.	1	Spch 322 (elect) Forensic Wkshp.	1
Dr 331 Devlpmt. of the Drama	3	Electives	5
Spch 131 Voice and Articulation	3	Ed 330 Structures of Teaching	2
Electives	3	Ed 331 Video Teaching Lab	1
	<hr/> 16		<hr/> 15

SENIOR

Spch 311 Public Address	3	Professional Educa. Semester	16
Spch 411 Seminar - Studies in Dis.	3		
Spch 421 Forensic Workshop	1		
Electives	5		
Dr 351 Play Production	3		
	<hr/> 15		

For Plan A (teaching two subjects) student follows the above excluding Sp 300, Sp Cor 131; 1 hr. of Forensics Workshop.

department index

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ACCOUNTING
ART
AUTOMOTIVE TECHNOLOGY
BIOLOGY
GENERAL BUSINESS
CHEMISTRY
COMPUTER SCIENCE
DENTAL HYGIENE
DRAFTING AND DESIGN
ECONOMICS AND FINANCE
EDUCATION
ENGLISH
FOREIGN LANGUAGES
GEOGRAPHY
GEOLOGY
HISTORY
JOURNALISM
LAW ENFORCEMENT
MACHINE TECHNOLOGY
MARKETING AND MANAGEMENT
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MUSIC
NURSING
OFFICE ADMINISTRATION
PHILOSOPHY
PHYSICAL EDUCATION
PHYSICS
POLITICAL SCIENCE
SOCIOLOGY
SPEECH AND DRAMA

